



Professional Employer Organization (PEO) Pre-Approval & Exclusion Lists

As part of the quoting process, the PEO must agree to the Pre-Approval List and Exclusion List outlined in this form.

The PEO must notify Texas Mutual of every prospective client's name, address and federal employer ID number **before** the PEO finalizes a contract with the client. Texas Mutual reserves the right to refuse, or require pre-approval of, certain clients of PEO policyholders.

Pre-Approval List

Clients with any of the following characteristics must be pre-approved by Texas Mutual before being allowed on the PEO's policy:

- Estimated premium exceeding \$100,000
- Experience modifier factor of 1.75 or greater
- Operations referenced in the Pre-Approval Class Codes list included in this document

To expedite the pre-approval review process, the following information is required for each client:

- Class codes and estimated payroll
- Minimum of two years of Texas payroll history
- Minimum of two years of currently valued loss runs
- Experience modifier worksheet, if applicable
- Copy of safety program
- Any other information deemed relevant in the decision-making process

A visit from a safety services consultant may also be required as part of the pre-approval process.

Exclusion List

Clients with any of the conditions outlined below are **not** allowed coverage on the PEO's policy written with Texas Mutual. Any business that has:

- An outstanding debt to Texas Mutual
- Been declined by Texas Mutual in the voluntary market
- Failed to comply with Texas Mutual or the Division of Workers' Compensation (DWC) safety rules and requirements
- Refused any representative of Texas Mutual, DWC or the Texas Department of Insurance (TDI) access to its premises, books or records for the purpose of an inspection or audit
- An arrangement with another company to provide workers' compensation coverage or other administrative services (e.g. payroll services, human resource services)
- Operations referenced in the Exclusion Class Codes list included in this document

Pre-Approval Class Codes*

Aerial sales agencies	7422
Bridge construction/painting	5041, 5203, 5403
Boiler installation or repair	3726
Chemical blending or mixing	4828
Detective or patrol agencies with armed employee exposure, municipalities, emergency medical services	7720
Electric light or power line construction and drivers	7538
Fire fighters	7704
Freight handler NOC - LHW	7350
Gasoline, oil, LPG dealers	6319, 7219, 7502, 8350
Iron or steel erection	5040, 5057, 5070
Maritime Program I (\$25,000 limit)	7016, 7046
Oil and gas operations	6202, 6203, 6213, 6216
Oil or gas pipeline operations and drivers	7515
Oil or gas wells: cementing and drivers	6206
Ore dock operation and stevedoring	7313
Oxygen manufacturing	4635
Painting: metal structures - over two stories and drivers	5041
Roofing	5551
Sand or gravel digging with quarry operations	4000
Scaffolding - leasing, erection, repair	9529, 8234
Ship building - iron or steel - NOC and drivers	6843
Ship repair or conversion - all operations	6872
Ship scaling, painting of ship hulls	6874
Steamline ship or agency: port employees	8726
Stevedoring - LHW	7309
Stevedoring by hand/hand truck	7317
Stevedoring containerized freight	7327
Stevedoring talliers and checkers	8709
Taxi/bus company	8385, 7382
Trucking - interstate or hazardous material hauling	7219
Wrecking/demolition of buildings or structures - no explosives	5022, 5057, 5213, 5403, 6003

* Due to ongoing review of workers' compensation class codes by NCCI, all class codes listed are subject to change. These class codes are current as of August 8, 2019.

Exclusion Class Codes*

Aircraft exposure (significant)	7405, 7421, 7418, 7423, 7422
Asbestos removal	5183, 5479
Athletic teams	9178, 9179, 9182
Chemical manufacturing	3372, 4439, 4829
Diving services (ocean or inland)	6219, 9015
Domestic workers – residences – per capita	0908, 0913
Entertainment: carnivals, circuses, amusement parks, traveling or performance artists, race tracks, gun ranges/shooting galleries, kiddie amusement parks, horse shows, pony rides, jet-ski rentals, fireworks display	9016, 9154, 9156, 9186
Explosives and pyrotechnics (fireworks)	3316, 3629, 3639, 4766, 4777, 8606
FELA coverage	7133, 7134, 7135, Various
High rise window washing	9170
Logging	2702, 2705, 2719, 6219, 8601
Maritime Program II	7024, 7047, 7098, 7099
Military exposure (contracts to perform training, provide security, work outside the US, or other high-hazard exposure - OK on standard operations of client such as building construction)	Various
Mining	1165, 1803
Nuclear operations	9984, 9985
Phosphate work and fertilizer manufacturing	4583, 4807
Prisons or training facilities for prisoners or training programs to introduce parolees back into society	Various
Racing - individual or teams in such things as aircraft, autos, drag racing, boats, horses	Various
Railroad operations	3365, 3881, 7360, 7855, 7133, 7134, 7135
Rocket or missile testing and launching	Various
Saw mills	2710, 4206
Shipbreaking/wrecking/salvage	5057, 6824, 6834, 6843, 6845, 6854
Staff providers (temporary help/employee leasing - PEO)	Various
Tower or windmill erection, repair or servicing	3724, 5040, 5190, 5191, 7600, 7602
Tunneling operations	6306, 9019
Uranium extraction - solutions mining process and drivers	1321
Virus manufacturing	4611, 4823

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**Professional Employer Organization (PEO)
Pre-Approval & Exclusion Lists Form**

The applicant understands the requirements for pre-approval and exclusion of clients and agrees to comply with these terms and conditions. The applicant further understands that failure to comply may result in termination of coverage.

Quote/policy number

Applicant's name *(please print)*

Agent's name *(please print)*

Signature

Signature

Title

Title

Date

Date

Please email completed form to **underwriting@texasmutual.com** or fax to **(800) 359-0650**.