

## **INSTRUCTIONS FOR APPLYING FOR MOTOR VEHICLE SELF-INSURANCE**

1. Pursuant to KRS 304.39-080 and 806 KAR 39:050 Section 1, fill out the Application for Motor Vehicle Self-Insurance completely and submit to the Kentucky Department of Insurance along with the application fee.
2. The applicant must fill out the Membership Application for the Kentucky Insurance Arbitration Association, pay the application fee and submit both to that organization to become a member pursuant to 806 KAR 39:050 Section 2.
3. The applicant must fill out the Membership Application for the Kentucky Assigned Claims Plan, pay the application fee and submit both to that organization to become a member pursuant to 806 KAR 39:050 Section 2.
4. As part of the application process, the applicant should submit the most current balance sheet and income statement “which shall reflect the actual financial condition of the applicant as of the last complete calendar or fiscal year preceding the date of the application”. If the applicant is an individual, “such balance sheet and income statement shall be certified, under oath, by the individual that it truly reflects his financial condition and income as of that time”. If the applicant is a corporation or partnership, “it shall be certified by a Certified Public Accountant or responsible accounting officer of the applicant”. 806 KAR 39:050 Section 3. The balance sheet and income statement shall be filed with the Department on an annual basis.
5. As part of the application process, the applicant should submit a list of the vehicles (including year, make, model and vehicle identification numbers) for which the self-insurance shall provide security. 806 KAR 39:050 Section 4. The list of vehicles shall be filed with the Department on an annual basis.
6. As part of its continuing obligation to pay all tort liability and basic reparations benefits incurred, the applicant shall furnish security to the Commissioner in the form of a bond, with surety thereon, a Letter of Credit, or other security the Commissioner may approve. Pursuant to 806 KAR 39:050 Section 7, “the minimum requirement security that must be furnished to the Commissioner is for one (1) secured vehicle, \$50,000; and for each additional vehicle: \$10,000, up to a maximum of \$200,000.”
7. Once the applicant is accepted into the program, a report of all claims incurred during the preceding calendar year shall be filed with the Department no later than January 10, April 10, July 10 and October 10 of each year. 806 KAR 39:050 Section 9.
8. Any questions regarding this application process should be directed to Robert M. Doctrow, [Rob.doctrow@ky.gov](mailto:Rob.doctrow@ky.gov), (502) 782-5219 or Rodney Hugle, [Rodney.Hugle@ky.gov](mailto:Rodney.Hugle@ky.gov), (502) 782-5256.