



Certificate of Attestation of Exemption (CE-200)



NEW YORK
STATE OF
OPPORTUNITY

Workers'
Compensation
Board

While New York Business Express is designed and developed to support business formation in New York, individual homeowners can file their exemption here as well!

Follow these steps:

HOME OWNER

1. Go to businessexpress.ny.gov.
2. Select **Log in/Register** in the top right-hand corner.
A NY.gov Business account is required, even though you are an individual.
3. If you do not have a NY.gov business account, go to step 4 to set up your account.
If you have a NY.gov login and password, go to step 14.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and last name
 - Email
 - Confirm email
 - Preferred username
(check if username is available)
7. Select **I'm not a robot**.
You may have to complete a Captcha verification before proceeding.
8. Select **Create Account**.
If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
8. **(Continued)**
Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and choose **Select Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**:
 - At the top of the screen, select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.

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15. On the New York Business Express home page, scroll down to Top Requests:
 - Select **Certificate of Attestation of Exemption**
 - or
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply Online as Homeowner**.
17. At the **Entity Type** screen:
 - Select **Individual (Sole Proprietor)**.
 - Select **Save & Continue**.
18. At the **Business Identification** screen:
 - Enter your name and Social Security Number.
 - Select **Save & Continue**.
19. At the **Business Physical Location** screen:
 - Enter your home address.
 - Select the **This is Also my Mailing Address** button, if applicable.
20. At the **Additional Physical Locations** screen:
 - Select **Save & Continue**.
21. At the **Mailing Address(es)** screen, your mailing address will appear.
 - Select **Save & Continue**.
22. At the **Business Industry Classification** screen, **814110 Private Households** for principal NAICS code is the default. No secondary NAICS code necessary.
 - Select **Save & Continue**.
23. At the **Sole Proprietor/Owner** screen, enter the remaining blank fields. Some information has been provided for you.
 - Validate address.
 - Select **Save & Continue**.
24. At the **Workers' Compensation and Disability and Paid Family Leave** screen, answer these questions:
 - Do you have New York Workers' Compensation Insurance?
 - Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - Select **Save & Continue**.
25. At the **Permit, License, or Contract Information** screen:
 - Select **Building, Electrical or Plumbing Permit**.
 - Issuing Agency — Enter the Town, City, or Village Building Department.
 - Select **Save & Continue**.
26. At the **Workers' Compensation Exemption Reason** screen, select the appropriate exemption reason. If **Fair Play** exemption is selected, an additional screen will display criteria to review. Check the box **I understand**.
 - Select **Save & Continue**.
27. At the **Disability and Paid Family Leave Exemption Reason** screen, select the appropriate exemption reason.
 - Select **Save & Continue**.
28. Review the **Application Summary**.
29. **Attest & Submit**.

You will receive an email when your certificate has been issued. To view your certificate:

- Select **Access Recent Activity** from your email, or access businessexpress.ny.gov and then access your **Dashboard** (under your login name on right).
- Print and sign the **Certificate of Attestation of Exemption**.
- Submit your **CE-200** for your license, permit or contract to the issuing Agency.

Questions? Call the NYBE Contact Center: (518) 485-5000.

5-17-18

* Example - HOMEOWNER *



Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability and Paid Family Leave Benefits Insurance Coverage

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

The applicant may use this Certificate of Attestation of Exemption ONLY to show a government entity that New York State specific workers' compensation and/or disability and paid family leave benefits insurance is not required. The applicant may NOT use this form to show another business or that business's insurance carrier that such insurance is not required. Please provide this form to the government entity from which you are requesting a permit, license or contract. This Certificate will not be accepted by government officials one year after the date printed on the form.

<p>In the Application of (Legal Entity Name and Address):</p> <p>Home Owner's Name & Address</p>	<p>Business Applying For: Building Permit</p> <p>From: Town of Union</p> <p>The location of where work will be performed is Address of Property</p> <p>Estimated dates necessary to complete work associated with the building permit are from November 19, 2018 to December 31, 2018. The estimated dollar amount of project is \$0 - \$10,000</p>
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Workers' Compensation Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE SPECIFIC WORKERS' COMPENSATION INSURANCE COVERAGE** for the following reason:

The applicant is a homeowner serving as the general contractor for a primary/secondary owner-occupied residence. The homeowner has **ONLY** uncompensated friends and family working on his/her residence or is hiring individuals a total of less than 40 aggregate hours per week and has a current homeowners insurance policy that covers the property.

Disability and Paid Family Leave Benefits Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE STATUTORY DISABILITY AND PAID FAMILY LEAVE BENEFITS INSURANCE COVERAGE** for the following reason:

The applicant is a homeowner serving as the general contractor for his/her primary/secondary personal residence. The homeowner has not employed one or more individuals on at least 30 days in any calendar year in New York State. (Independent contractors are not considered to be employees under the Disability and Paid Family Leave Benefits Law.)

I, John Huckabone, am the Homeowner with the above-named legal entity. I affirm that due to my position with the above-named business I have the knowledge, information and authority to make this Certificate of Attestation of Exemption. I hereby affirm that the statements made herein are true, that I have not made any materially false statements and I make this Certificate of Attestation of Exemption under the penalties of perjury. I further affirm that I understand that any false statement, representation or concealment will subject me to felony criminal prosecution, including jail and civil liability in accordance with the Workers' Compensation Law and all other New York State laws. By submitting this Certificate of Attestation of Exemption to the government entity listed above I also hereby affirm that if circumstances change so that workers' compensation insurance and/or disability and paid family leave benefits coverage is required, the above-named legal entity will immediately acquire appropriate New York State specific workers' compensation insurance and/or disability and paid family leave benefits coverage and also immediately furnish proof of that coverage on forms approved by the Chair of the Workers' Compensation Board to the government entity listed above.

SIGN HERE	Signature: [Redacted]	Date:
Exemption Certificate Number 2018-[Redacted]		<p>Received November 19, 2018 NYS Workers' Compensation Board</p>