



Completion of the Temporary Authorization (AC-3) allows a third-party administrator (TPA) limited authority to view an employer's payroll and loss experience. By signing (form AC-3), the employer grants permission to the Ohio Bureau of Workers' Compensation (BWC) to release information to the employer's authorized representative(s). The Temporary Authorization form allows a third-party representative to view an employer's information regarding payroll, claims and experience modification.

**Attention Group-Rating Prospects:**

- Employer may complete the AC-3, for as many TPA or group-rating sponsors as they feel are necessary to obtain quotes for a group-rating program.
- Group Sponsors must notify all current group members if they will not be accepted for the next group-rating year. The deadline for this notification is prior to the first Monday in February for Private Employers and prior to the second Friday in August for Public Employers.
- All potential group-rating prospects must have:
  - Active BWC coverage status as of the application deadline;
  - Active coverage from the application deadline through the group-rating year;
  - No outstanding balances;
  - Operations similar in nature to the other members of their group.
- Any changes to a group member's policy will affect the group policy. Changes can result in either debits or credits to each of the members.

**Note:**

**For complete information on rules for group rating, see Rules 4123-17-61 through 4123-17-68 of the Ohio Administrative code or your third-party administrator (TPA).**

**All group-rating applicants are subject to review by the BWC Risk Technical Services Department.**