



# WORKERS' COMPENSATION INSURANCE POSTING NOTICE INSTRUCTIONS

**VERY IMPORTANT:** If you have any employees who are paid either salary or housing allowance please review the following process to download, print, and post your Workers' Compensation posting notices. It is very important you follow these instructions or you could be fined several thousand dollars if your labor notices are not on a bulletin board in a location that can be seen by all your employees.

1. Go to the insurance web page [www.foursquare.org/insurance](http://www.foursquare.org/insurance).
2. Scroll down on the page to the section on Workers' Compensation.
3. Click on the link [Workers' Compensation Posting Notices by State](#).
4. Click on the link that brings up the posting notice(s) for your state. (As shown on the list, some states will send you the correct notice.)
5. Print out the notice(s). Be sure to print the correct size. Some notices are legal size and a few are 11" X 17". Many are in English and Spanish and some are more than one page.
6. Post the notice(s) on your bulletin board that needs to be in a place that can be seen by all of your employees.