

INSTRUCTIONS FOR RELIGIOUS EXCEPTION APPLICATION

Form LIBC-14A, Application for Religious Exception of Specified Employees, is to be used to request an "employee religious exception" from coverage under the Pennsylvania Workers' Compensation Act pursuant to §304.2 of the Act. All questions must be answered.

One of the following must be submitted with the completed LIBC-14A for each employee for whom exception is sought:

1. An executed and notarized copy of Form LIBC-14B, Employee's Affidavit and Waiver of Workers' Compensation Benefits and Statement of Religious Sect; or
2. A previously issued LIBC-14C, Certification of Religious Exception, even if issued for a different employer; or
3. An approved IRS Form 4029, Application For Exemption From Social Security and Medicare Taxes and Waiver of Benefits.

All employees requesting an exception for the same employer may be included on one Form LIBC-14A. If additional space is required to list those employees, indicate at the bottom of Question 5 and attach additional listings on a separate sheet of paper.

Notification must be supplied to the Bureau of Workers' Compensation if any of the employees who are granted such an exception cease to be qualified for that exception.

The completed forms can be submitted by mail to:

PA Department of Labor & Industry
Bureau of Workers' Compensation/Compliance Office
1171 S. Cameron Street
Harrisburg, PA 17104

Or:

You can complete the application and submit the affidavits electronically by using the Workers' Compensation Automation and Integration System (WCAIS) by visiting www.dli.state.pa.us/WCAIS. You must be registered as an employer in the WCAIS system to submit the application electronically. After you are registered, log in using your Keystone ID and password and then select the option to submit Application for Religious Exception from the navigation menu located on your dashboard. If you are having issues/problems with the registration process, please contact the Bureau of Workers' Compensation Helpline at the numbers or email address below.

**Employer Information
Services**
717.772.3702

Claims Information Services
toll-free inside PA: 800.482.2383
local & outside PA: 717.772.4447

Hearing Impaired
toll-free inside PA TTY: 800.362.4228
local & outside PA TTY: 717.772.4991

Email
ra-li-bwc-helpline@pa.gov

