



**TOWN OF MEDWAY**  
 Board of Health  
 155 Village Street  
 Medway, Massachusetts 02053  
 508.533.3206

**FOR OFFICE USE ONLY**  
 Permit No: \_\_\_\_\_  
 Check No: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Date Rec'd: \_\_\_\_\_

### **Retail Sales Tobacco Permit**

Permit fee is \$75.00, which can be paid via cash in-office or checks made payable to "Town of Medway."  
 All permits expire on December 31<sup>st</sup> of the same year issued.  
 Without items attached located on checklist, your application will **not** be processed.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Contact Email Address (REQUIRED): \_\_\_\_\_

Owner / Applicant's Name: \_\_\_\_\_

Owner / Applicant's Title: \_\_\_\_\_

Owner / Applicant's Address: \_\_\_\_\_

Owner / Applicant's Phone Number: \_\_\_\_\_

Please list all sales personnel with ages who are authorized to sell / handle tobacco products. Please note that this list only needs to be updated with the Board of Health (BOH) when applying annually for this permit. The BOH recognizes that there may be staffing changes throughout the year. Please continue the list on the back if more space is needed.

Name	Age	Name	Age

**Your Checklist – without items attached / completed below, your application will NOT be processed.**

Workman's Compensation Affidavit ( <i>we have attached for you</i> )	
Certificate of Insurance with Town of Medway listed as Certificate Holder	
Tax Certification Form ( <i>we have attached for you</i> )	
Check made out to "Town of Medway" with fee as indicated	
Massachusetts DOR License for Sale of Cigarettes/Cigars & Smoking Tobacco (CT-CDL)	
Certificate of any certificates currently holding	

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*The Commonwealth of Massachusetts*  
*Department of Industrial Accidents*  
*Office of Investigations*  
*600 Washington Street*  
*Boston, MA 02111*  
*www.mass.gov/dia*

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Are you an employer? Check the appropriate box:</b>		<b>Business Type (required):</b>	
<input type="checkbox"/>	1. I am an employer with ___ employees (FT and/or PT.)*	<input type="checkbox"/>	Retail
<input type="checkbox"/>	2. I am a sole proprietor or partnership and have no employees working for me in any capacity.	<input type="checkbox"/>	Restaurant/Bar/Eating Establishment
<input type="checkbox"/>	3. We are a corporation and its officers have exercised their right of exemption per c.152, §1(4), and we have no employees (no workers 'comp. insurance required.)**	<input type="checkbox"/>	Office and/or Sales (including real estate, auto, etc.)
<input type="checkbox"/>	4. We are a non-profit organization, staffed by volunteers, with no employees (no workers' comp. insurance required.)**	<input type="checkbox"/>	Non-Profit
		<input type="checkbox"/>	Entertainment
		<input type="checkbox"/>	Manufacturing
		<input type="checkbox"/>	Healthcare
		<input type="checkbox"/>	Other (please specify): _____

\* Any applicant that checks box # 1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box # 1.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.***

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-Ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date.)**

Failure to secure coverage as required under Section 25A of MGL c.152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine up to \$250.00 a day against the violator. Be advised that the copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

***Official Use Only. Do not write in this area, to be completed by city or town official.***

City or Town: \_\_\_\_\_ Permit/License #: \_\_\_\_\_

Issuing Authority (circle one):

Board of Health

Building Department

City/Town Clerk

Licensing Board

Selectmen's Office

Other: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Information and Instructions

Massachusetts General Law's chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation, or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association, or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction, or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 142, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the Commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

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## Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does not have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. Also be sure to sign and date the affidavit. The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

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## City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number./ In addition, the applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary.) A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. When a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves, etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

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The Department's address, telephone and fax number:

**The Commonwealth of Massachusetts**  
**Department of Industrial Accidents**  
**Office of Investigations**  
**600 Washington Street**  
**Boston, MA 02111**  
**Tel # 601.727.4900 ext. 406 or 1.877.MASSAFE**  
**Fax # 617.727.7749**  
**[www.mass.gov/dia](http://www.mass.gov/dia)**



## CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS



Pursuant to Massachusetts General Law Chapter 62 C, Section 49A, the undersigned acting on behalf of the Contractor\*, certify under penalties of perjury that to the best of knowledge and belief, the Contractor\* is in compliance with all the laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

### **Individual**

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Signature

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Date

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Name (please print or type)

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Social Security Number

### **Corporate**

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Corporate Name (please print or type)

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Signature of Corporate Officer

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Date

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Name of Corporate Officer (please print or type)

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Title

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Taxpayer Identification Number

\* As used in this certification, the word "Contractor shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.