

**Department of Workforce Development
Worker's Compensation Division**

Dear Employee:

You have requested an advancement of your permanent disability benefit or from a restricted account. Although payments are to be paid monthly, in emergency situations advances may be approved. The Worker's Compensation Act allows advancements of these benefits only when it can be determined that this payment would be in the best interest of the injured worker and his or her dependents. To assist us in making this determination, **you must provide us with all of the information requested on the financial statement on the back of this letter.**

In most cases, you can expect to receive a decision regarding your advance request within 10 days after we receive your completed financial statement.

It is important for you to know that in all cases where monthly unaccrued permanent disability benefits are being advanced by an insurance carrier or self-insured employer, there will be a 5% interest credit allowed. This interest, compounded annually on the unaccrued benefits, **will reduce the total compensation payable to you**. Advancement checks will be made out in joint draft to you and the party to whom you are indebted.

Advance requests and disputes over any decisions regarding these requests **must be submitted in writing**.

Not all advance requests will be approved. No advancements will be granted on such items as credit card bills or personal loans.

Under the Worker's Compensation Act, you are limited to three advance payments in a calendar year.

Please send your completed financial statement to:

Department of Workforce Development
Worker's Compensation Division
P.O. Box 7901
Madison, WI 53707

