

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

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**State of Wisconsin
Department of Workforce Development**

Jim Doyle, Governor

Roberta Gassman, Secretary

Frances Huntley-Cooper, Division Administrator

May 26, 2009

INSURER
ADDRESS 1
ADDRESS 2
CITY ST ZIP

WC CLAIM NO:
INJURY DATE:
EMPLOYEE:
EMPLOYER:
INSURER NO:

IF YOU CALL OR WRITE US
PLEASE USE WC CLAIM NO.

DWD 80.02(2)(b) requires that self-insured employers and insurance companies submit a Supplementary Report, WKC-13, to the Department on or before the 30th day following a claim's date of injury. The WKC-13 for the above referenced claim was not filed timely as provided for by administrative rule.

For failing to file the required WKC-13 report in a timely manner, the Department is assessing you a \$100 surcharge payable to the State of Wisconsin pursuant to s.102.35(1), Wis. Stats. **Please do not pay now.** The Department will record each surcharge you incur and invoice you annually for the total amount due.

You may request a waiver of this surcharge within 45 days of the date of this letter. Please include any information that would show a mistake was made or that the report was submitted on time.

To find out what other reports are overdue and avoid surcharges in the future, go to the Worker's Compensation web site's Insurer's Pending Reports at:
http://dwd.wisconsin.gov/wc/insurance/pending_rpts.htm

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SWC13 (N. 03/2009)