

TEST INSURER 2  
C/O TEST INSURER 2  
RM C100  
201 E WASHINGTON AVE  
MADISON WI 53703

WC CLAIM NO: 9999-999999  
INJURY DATE: 05/01/85  
EMPLOYEE: SAMPLE SIMPLES, SAMPLE  
EMPLOYER: SAMPLE EMPLOYER INC  
INSURER NO:

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

The Employer's First Report of Injury or Disease (WKC-12) on this claim was not filed timely as provided for by administrative rule.

DWD 80.02(2)(a) requires that self-insured employers and insurance companies submit a first report of injury on or before the 14<sup>th</sup> day after an accident or the beginning of a disability from occupational disease. If an employer does not notify the insurance carrier of the injury until after the 14<sup>th</sup> day, the insurance carrier shall submit the WKC-12 to the Department within seven (7) days of receiving notice of the injury from any source.

For failing to file this required 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 the surcharge and invoice you annually for the total amount due on all surcharges assessed.

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.

Failure to file required reports may also result in further sanctions by the Worker's Compensation Division under ss.102.28(2)(c) or 102.31(3), Wis. Stats., or by the Office of the Commissioner of Insurance under s.601.64, Wis. Stats.

To find out what other reports are overdue and avoid surcharges in the future, go to the Worker's Compensation web site's Insurers' Pending Reports at **<https://dwd.wisconsin.gov/wc/insurance/pending-rpts.htm>**.

Department of Workforce Development  
Worker's Compensation Division

SWC12 (R.11/2014)