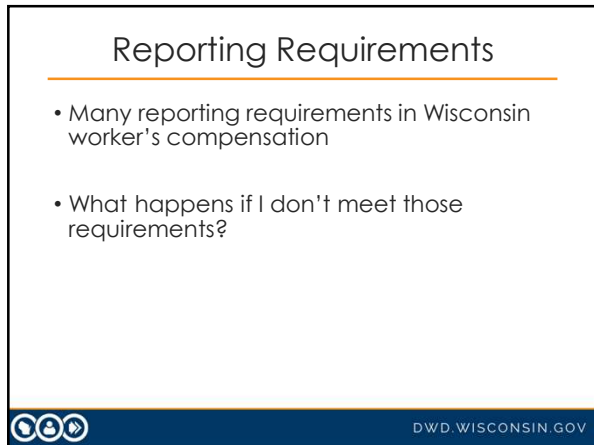
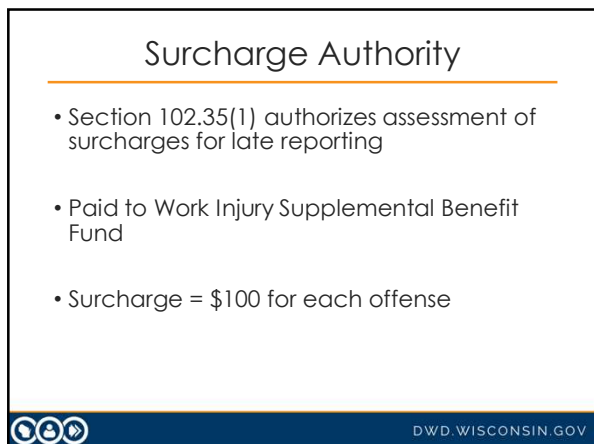




1



2



3

Avoiding Surcharges

Help! The due date for the final medical report is almost here and I won't have it by the due date I had given you!

- You can extend the due date for medical reports, but only 3 times before you are locked out

Then:

- E-mail
- Use the email function in Pending Reports



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Avoiding Surcharges (cont.)

Help! The due date for the wage report is almost here and I won't have it by the due date I had given you!

- You can't extend the due date for wage reports. You need to contact us and ask to have the date extended.



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Surcharge Assessments

How do I know a surcharge has been assessed?

- Once the due date has passed and the required report has not been received, the surcharge letter will go out the very next day.
- Once a year, invoice with all surcharges for the year will be sent out. Pay the surcharges from this invoice.




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Surcharge Waivers


- Surcharges for late reporting can be waived or reduced if shown that violation was by mistake or information was not available
- How do I get a surcharge waived?

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Surcharge Waivers


- What if I get a surcharge letter but I know that I already faxed in the medical report?

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8

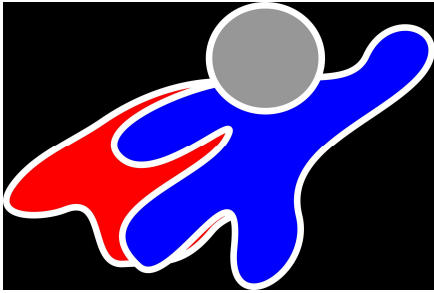
Best Ways to Let the DWC Know

- Send a letter explaining the situation
- Email Kathy Almeida at Kathrene.Almeida@dwd.wisconsin.gov
- How can Kathy help?

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Kathy Almeida to the Rescue!



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Questions?

Kathy Almeida
(608) 266-3540

Kathrene.Almeida@dwd.wisconsin.gov

Work Schedule:

Monday – Friday 6:00 a.m. – 2:00 p.m.



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