

CHECKLIST/SUPPORTING DOCUMENTS FOR LUMP SUM/ADVANCE REQUESTS

1. _____ Complete both pages of Board Form WC-25. The latest version is dated 7/2005.
2. _____ Indicate all monthly and past due bills in the appropriate columns.
3. _____ Indicate household income.
4. _____ Indicate that income benefits have been paid for 26 weeks.
5. _____ Indicate whether a Lump Sum or Advance Payment is requested.
6. _____ Indicate how much money is being requested and how it will be repaid (credit against PPD/reduce the amount of weekly benefits).
7. _____ Indicate the number of dependents and how the money will be used.
8. _____ Indicate the amount of the requested attorney fee.
9. _____ Submit an attorney fee contract.
10. _____ Notarize the employee's signature on the WC-25.
11. _____ Provide documentation (copies of bills, collection notices, eviction/foreclosure notices) to support the request.
12. _____ Submit a medical report that is completed within last 60 days.
13. _____ Provide the most recent permanent partial disability rating
14. _____ Make a good faith effort to agree to the advance. **GOOD FAITH EFFORT MEANS THAT THE EMPLOYER/INSUER HAVE HAD AN OPPORTUNITY TO AGREE TO ADVANCE BEFORE IT WAS SUBMITTED TO THE BOARD.**
15. _____ Complete the certificate of service. The employer/insurer must be provided with the same information and documentation as is submitted to the Board for review.