

THE INDUSTRIAL COMMISSION OF ARIZONA

ADMINISTRATION DIVISION



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LAURA L. MCGRORY, DIRECTOR

Re: Self-insured premium taxes for 2013

The Arizona 2013 Annual Workers Compensation Tax forms are due on or before February 15, 2014 for all Arizona authorized self-insured companies. Accompanying this form letter are copies of all forms and instructions. Additional forms may be found on the ICA website at www.ica.state.az.us.

The annual tax forms required for each tax plan are listed below for your convenience.

PLAN A

Self-Insured Payroll Report
Self-Insured Medical Report
Arizona Substitute W-9

PLAN B

Self-Insured Payroll Report
Self-Insured Medical Report
Self-Insured Hospital Report
Arizona Substitute W-9

PLAN C & PLAN R

Self-Insured Payroll Report
Self-Insured Medical Report
Self-Insured Injury Report 2013, 2012, 2011 & 2010
Arizona Substitute W-9

Plan C and Plan R: In addition to providing the injury reports for each year with original signature, a copy of each report, in **Excel format**, **must be provided** electronically via email or CD. **Separate columns for each heading must be in the order:** Last Name, First Name, Date of Injury Nature of Injury, Claim Number, Medical Paid, Medical Outstanding, Indemnity Paid, Indemnity Outstanding, and Subrogation/Recovery.

Plan C and Plan R: If incurred amounts, paid amounts, or reserve amounts, on a single claim, are less than were reported in the prior year, please provide a brief explanation of the difference.

All Plans: If the 2013 reported payroll, by classification code, is lower than the payroll reported for 2012, please provide a brief explanation of the difference.

The **State of Arizona Substitute W-9** may be found at www.gao.az.gov. On the left side bar, select forms. The substitute W-9, with instructions, may be found at the bottom of the page. Return of overpayments **will not be processed** without a current **State of Arizona Substitute W-9**.

Return all completed forms with **original signature** to: **The Industrial Commission of Arizona**
Attention: Tax Accountant
800 West Washington Street, Room 301
Phoenix, AZ 85007

E-mailed annual tax forms are accepted for preliminary tax calculation only. **Original annual tax forms, with signatures, must be received or final tax calculation will not be processed.**

Please direct questions regarding the filing of all Workers Compensation Taxes to TAXES@ICA.STATE.AZ.US or call (602) 542-1836.