

THE INDUSTRIAL COMMISSION OF ARIZONA  
CLAIMS DIVISION



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LAURA L. MCGRORY, DIRECTOR

August 20, 2015

Claims Division Revises Internal AMW Procedure Effective August 24, 2015

Dear Workers' Compensation Community,

Currently, the Claims Division sends a letter of explanation to the injured worker along with the carrier/self-insured's Average Monthly Wage Calculation Sheet (Form 108) before it issues the Average Monthly Wage Determination (Form 109). The letter instructs the injured worker to review the recommended wage along with the calculation sheet and to submit additional wage information, if necessary, within 30 days.

Effective August 24, 2015, the injured worker will have 10 days, instead of 30 days, to submit additional wage information, if necessary, to the Claims Division. This change is implemented to enable the Claims Division to issue the Average Monthly Wage Determination (Form 109) within 30 days from receipt of Form 108.

If the Claims Division receives additional information from the injured worker which supports a different Average Monthly Wage than that recommended by the carrier/self-insured employer, it will verify the information with the carrier/self-insured, issue its Average Monthly Wage Determination (Form 109), and issue Form 108-A setting forth the basis for the determination.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen L. McLeod".

Kathleen L. McLeod  
Claims Manager, Industrial Commission of Arizona