

April 25, 2011

AWCC ADVISORY 2011-1

Form AR-4 Update Reports and Questions Concerning Form Filings

Form AR-4 Update Reports

In accordance with Arkansas law §11-9-810 (b)(1),

“Within thirty (30) days after the final payment of compensation has been made, the employer shall send to the commission a notice, in accordance with a form prescribed by the commission. This form shall state that the final payment has been made, the total amount of compensation paid, the name of the employee and any other person to whom compensation has been made, the date of the injury or death, and the person to whom compensation has been paid.”

If, after an initial Form AR-4 has been filed to satisfy the above requirement, additional monies are paid on a claim, these additional monies must be reported via the filing of a Form AR-4 “Update Report” within the time frame above. For purposes of the “Update Report”, only the additional payments made since the filing of the previous Form AR-4 “Closing Report” need be reported. Previous amounts reported on the AR-4 Closing Report are not to be included in the “Update”. The Grand Total reflected on the AR-4 Update shall be the total amount of only the additional payments made since the filing of the previous AR-4 “Closing Report” or any previous “Update Report”.

Form Filing Questions

As there are different divisions within the commission processing the various forms and in light of recent changes to specific forms, it important that questions regarding specific forms be directed to the persons responsible for the processing or supervision of those forms to receive the most accurate response to any questions. While phone calls are always welcomed, the preferred method is via e-mail. The contacts for a specific form can be found at http://www.awcc.state.ar.us/revisedforms/contact_information.pdf .