

Effective immediately, all documents normally submitted to the Workers' Compensation Trust Fund via U.S. mail should be submitted electronically in the manner specified below. With the exception of W-9 forms, which should be both emailed AND sent via U.S. mail and initial petitions for reimbursement pursuant to M.G.L. c. 152, section 37, which should be sent via U.S. mail only, all submissions should be sent electronically as directed below:

### **Uninsured Claims Filed Pursuant to M.G.L. c. 152, §65:**

- All documents relating to new cases or cases in which the assigned WCTF attorney is unknown should be emailed to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov)
- All documents, except medical bills, related to existing cases should be emailed to the attorney assigned to the case, with a cc to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov).
- All medical bills and supporting documentation should be emailed to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov) OR faxed to the WCTF at (617) 727-6659.
- W-9 forms should continue to be submitted with original signatures via U.S. mail, with a copy emailed to: [arleen.fortes@mass.gov](mailto:arleen.fortes@mass.gov) and a cc to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov)

### **Petitions for Reimbursement Pursuant to M.G.L. c. 152 and Quarterly Submissions**

- All initial petitions for reimbursement should continue to be sent via U.S. mail,
- All requests for quarterly reimbursement should be sent electronically to [clarissa.cutts@mass.gov](mailto:clarissa.cutts@mass.gov) with a cc to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov)

### **All Other Mail**

- All other mail should be sent electronically to [Shakira.Perry@mass.gov](mailto:Shakira.Perry@mass.gov)

Except as noted above, please send submissions solely through electronic mail and do not mail "hard copies" to the office.

Thank you for your assistance.