

August 22, 2008

Memo: Service Lloyds Underwriting Dept

**Ref: Required DWC Forms for Service Lloyds Nonsubscribers Policy Holders**

Customer service and ease of doing business are hallmarks of our company. First, we decided to assist your clients in reducing the possibility of administrative violations by filing the **DWC-5 form** on their behalf with TDI.

Now, we are pleased to announce that we have enhanced our customer service regarding the DWC Form 7 (Non-Covered Employer's Report of Occupational Injury or Illness) by offering additional assistance to your clients to make the filing as easy as possible. In the past, we have provided instructions to the employer on how to complete the required form when they report each new loss. Going forward on a monthly basis, our TPA, will run a program that generates a **pre-filled DWC Form 7** for each claim reported during the previous month where a report is required. These forms will then be forwarded to the employer. The employer only has to sign, date, and mail them to TDI to be in compliance with their reporting requirements. Of course, the key to making sure no claim reports are overlooked is to make sure the employer reports all new claims promptly.

In view of the recent 67 warning letters issued by TDI to nonsubscriber employers on the DWC 5 filing requirements, and the 150 educational letters they sent on the DWC 7 filing requirements, we wanted to make sure you were aware of these services that our company provides for your clients. This is another example confirming our commitment to our policyholders that **“Service is more than our name; it's our way of doing business.”**

We appreciate your support of our program.

Best regards,  
Service Lloyds Underwriting