

Dear Valued Clients,

The Department of Industrial Accidents has issued the attached Administrative Bulletin No. 4 and a Correction bulletin concerning electronic form filing.

Beginning May 26, 2020, the DIA will require that certain forms be completed and filed online through the DIA website. The purpose of the procedure is to ensure a more efficient work flow process at the Department. The DIA will no longer accept or process paper forms that are received either in the mail, by fax, or via an email, with two (2) exceptions noted below.

The following Forms are required to be completed online through the DIA website:

- Form 101 Employer's First Report of Injury
- Form 103 Insurer's Notification of Payment
- Form 104 Insurer's Notification of Denial
- Form 106 Insurer's Notification of Modification/Termination During Pay W/O Prejudice Period
- Form 107 Insurer's Notification of Modification/Termination/Resumption of Weekly Compensation
- Form 108 Insurer's Request for Discontinuance/Modification
- Form 110 Employee's Claim
- Form 114 Attorney's Appearance of Counsel
- Form 115 Third Party Claim/Lien
- Form 116 Request for Lump Sum Conference

Forms 108 (Insurer's Request for Discontinuance/Modification) and Form 110 (Employee's Claim) require that supporting documentation be filed with the Form. The supporting documentation can either be faxed to the DIA at 617-727-4551 or emailed to [DIA-docattach@mass.gov](mailto:DIA-docattach@mass.gov). Please note that when the form is filed electronically, the DIA will provide a transmittal ID number that must be referenced when sending in the supporting documentation for Form 108 and Form 110.

If you have any questions regarding this recent change, please do not hesitate to contact our office.

Thank you and stay safe.

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Very truly yours,

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