

## Audit – Substantially Similar Forms

Several forms and orders used by self-insured employers/third party administrators are required to be “substantially similar” to the self-insurance versions.

### Substantially similar is defined in [WAC 296-15-001](#) as:

- The text of the department’s document has not been altered or deleted; and
- The self-insurer’s document has the text;
- In approximately the same font size;
- With the same emphasis (bolding, italics, underlining, etc.); and
- In approximately the same location on the page as the department’s document.

In addition all agency logos and identifiers must be left on and company names and/or logos cannot be added or substituted for the department name or logo.

### Forms and orders that are required to be substantially similar:

Workers’ Compensation Filing Information	<a href="#">F207-155-000</a>
Self-Insured Employers’ Time-Loss Claim Closure Order and Notice (EC)	<a href="#">F207-070-000</a>
Self-Insured Employers’ Medical Only Claim Closure Order and Notice (MO)	<a href="#">F207-020-111</a>
Self-Insured Employers’ Permanent Partial Disability Closure Order and Notice (PPD-NTL)	<a href="#">F207-165-000</a>
Self-Insured Employers’ Permanent Partial Disability Closure Order and Notice (PPD-TL)	<a href="#">F207-164-000</a>
Schedule of Future Payments for the Balance of the Permanent Partial Disability Award	<a href="#">F207-162-000</a>
Self-Insurance Report of Occupational Injury or Disease (SIF-5)	<a href="#">F207-005-000</a>
Cover Sheet: Wage Calculations (SIF-5A)	<a href="#">F207-156-000</a>
Self-Insured Employer’s Request for Denial of Claim (SIF-4)	<a href="#">F207-163-000</a>

For the forms listed above, we will consider text written in the following of font and size (this excludes titles or headings) to be “substantially similar” to the text on the self-insurance form.

Font	Size	Font	Size
Ariel	11	Ariel	12
Times New Roman	11	Times New Roman	12
Calibri (body)	11	Calibri (body)	12
Verdana	11	Verdana	12

For questions call 360-902-6842