



Welcoming Autumn's Changes

Summer has come to an end and now the changing weather and foliage of Autumn are in full effect. As we transition into the crisp fall season, we want to thank our Claims Administrators for your continued partnership and dedication to keeping our claims management processes running smoothly. Grab a warm cozy drink as we dive into this edition's key updates, filing tips, and reminders! As always we'd love to hear from you so please send questions and suggestions to Magy.Taylor@maine.gov. And if you know someone who would like to sign up for our newsletter, send them this link: [WCB Claims Unit Newsletter - Sign Up](#)

Revised Forms - Grace Period Has Ended

On May 12, 2026, the Maine Workers' Compensation Board of Directors adopted updates to several [forms](#). While these new forms became effective on June 1, 2026, a 90-day grace period allowed for the continued use of older versions **until September 1, 2026**. The period has now ended.

Important Filing Requirements:

- New Filings on payment forms (WCB-2, -2B, -3, -3A, -4D, -4M, -8, -11A, and -11B) must now use the 2026 version. New filings submitted on older versions will be coded as having an incorrect version.
- Revisions may be filed on the same version as the original filing.

Standard Email Subject for Forms Inbox

We kindly ask that Claims Administrators use the following email subject format when emailing forms to the Forms Inbox. This will ensure faster processing and seamless tracking for both our team and yours by eliminating sorting bottlenecks and reducing the risk of misplaced paperwork.

Subject: WCBN / EMPLOYEE NAME / FORM NAME OR NUMBER

Example:

12345678 / John Doe / WCB-2 and WCB-2B

12345678 / Jane Doe / Wage and Fringe

What is a FROI-UR and Why is it Important?

When we have a claim on file without an associated electronic FROI (First Report of Injury) the Claims Unit will reach out to the Claim Administrator to request a FROI-UR (Upon Request) EDI transmission. Once the FROI-UR is submitted, it will merge with the existing claim that has been entered manually by the WCB Claims Staff. If a code other than FROI-UR is transmitted it will create a duplicate claim.

Wage Statement Necessities

- Concurrent Employment: Gather 52-week wage statements from all concurrent employers to calculate a comprehensive AWW reflecting total pre-injury earnings.
- Bi-Weekly Pay (WOI/WOH): Do not simply divide a bi-weekly total by 2 in order to determine weekly pay for Week of Injury or Week of Hire. Report the amount earned in that week based on how many hours and the employee's rate of pay.
- Employer Forms: Never pass on incomplete or inaccurate employer-submitted wage and fringe forms. Audit and correct all figures, dates, and zero-filled pre-hire weeks before processing. See an example on the following page that gives the employer clear instructions on how to fill out the WCB-2.

Wage Statement Necessities (Cont.)

To ensure you get an accurately completed WCB-2 from the employer, you can prefill the week ending dates on the electronic WCB-2 and send the form along with instructions to the employer to complete. The example below highlights the weeks that need to be broken out, and gives guidance on how to fill the form for a biweekly pay schedule.

22. LIST GROSS EARNINGS FOR EACH WEEK:								
WK	WEEK ENDING	GROSS EARNINGS	WK	WEEK ENDING	GROSS EARNINGS	WK	WEEK ENDING	GROSS EARNINGS
1			19	12/21/2024	bi-weekly amount	37	4/26/2025	bi-weekly amount
2			20			38		
3			21	1/4/2025	bi-weekly amount	39	5/10/2025	bi-weekly amount
4			22			40		
5			23	1/18/2025	bi-weekly amount	41	5/24/2025	bi-weekly amount
6			24			42		
7			25	2/1/2025	bi-weekly amount	43	6/7/2025	bi-weekly amount
8	10/5/2024	weekly amount	26			44		
9	10/12/2024	weekly amount	27	2/15/2025	bi-weekly amount	45	6/21/2025	bi-weekly amount
10			28			46		
11	10/26/2024	bi-weekly amount	29	3/1/2025	bi-weekly amount	47	7/5/2025	bi-weekly amount
12			30			48		
13	11/9/2024	bi-weekly amount	31	3/15/2025	bi-weekly amount	49	7/19/2025	bi-weekly amount
14			32			50		
15	11/23/2024	bi-weekly amount	33	3/29/2025	bi-weekly amount	51	8/2/2025	bi-weekly amount
16			34			WK OF INJURY	8/9/2025	weekly amount
17	12/7/2024	bi-weekly amount	35	4/12/2025	bi-weekly amount	23. TOTAL EARNINGS		\$ -
18			36			24. GROSS AVERAGE WEEKLY WAGE**		\$ -
COMMENTS:								
DOH 9/29/24; DOI 8/8/25								