



Berkshire Hathaway  
HOMESTATE COMPANIES

Workers Compensation Division®

# Workers Compensation State Claim Kit

*Vermont*



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P.O. Box 881236 San Francisco, CA 94188  
(888) 495-8949  
[bhhc.com](http://bhhc.com)

## Dear Policyholder,

Thank you for placing your workers compensation coverage with Berkshire Hathaway Homestate Companies (BHHC). We look forward to working with you to fulfill all your workers compensation needs.

Enclosed you will find documentation necessary for the processing and administration of a claim in the event of a workplace injury, as well as important information regarding workers compensation requirements for your state (i.e. posting notices, compliance laws, etc). Please utilize the documents included to collect valid information regarding the injured employee and incident, and send the documents in when reporting the claim or upon request. Any completed document should be sent directly to BHHC using mail, e-mail, or fax. The assigned claims professional will forward necessary documentation onto the appropriate state entity.

It is critical that you promptly report all new claims using one of the contact methods listed to the right.

Vermont state law requires employers to report every industrial injury or occupational disease claim to their workers compensation carrier immediately.

State law also requires that employers authorize initial medical treatment within 24 hours of knowledge that an occupational injury or illness has been sustained or reported, regardless of the legitimacy of the claim. Failure to comply may result in the loss of "medical control" and a significant increase in the potential claim cost.

We will attempt to contact you and the injured worker within 24 hours of receiving the First Report of Injury. Your cooperation in allowing the injured employee to speak with one of our Claims Professionals is appreciated.

Should you have any questions regarding the contents of this kit, a claim, or claim reporting, please contact our Customer Care Center at (888) 495-8949. Questions regarding your insurance policy or coverage should be directed to your broker or agent. We thank you for choosing BHHC as your workers compensation carrier and look forward to providing you superior customer service and compassionate care for your injured workers.

**BERKSHIRE HATHAWAY HOMESTATE COMPANIES**

## Report a Claim

### Online

[bhhcpolicyholder.bhhc.com/  
Client/External/Claims](http://bhhcpolicyholder.bhhc.com/Client/External/Claims)

### Phone

(800) 661-6029

### Fax

(800) 661-6984

### E-mail

[newclaim@bhhc.com](mailto:newclaim@bhhc.com)





# Workers Compensation Posting Requirements

## Form 31

### Notice to Employees RE: Employer's Liability & Workers' Compensation Poster

- Post in one or more conspicuous places at all business location

To complete the form, please enter the name of your company and the name of your designated insurance carrier in the space provided.

(21 Vermont Statutes Annotated § 691)

**Employer's Liability and Workers' Compensation  
NOTICE TO EMPLOYEES**

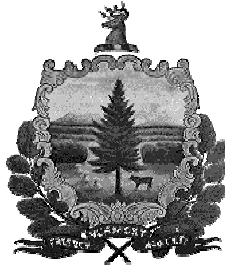
This employer, \_\_\_\_\_, has complied with the provisions of Title 21 of the Vermont Statutes, Annotated §687, by obtaining Workers' Compensation Insurance coverage through:

\_\_\_\_\_  
(Insurance Carrier)

Workers' Compensation benefits for lost time, medical expenses, disability or death because of a work-related injury are available through the above named company.

- An injured employee **MUST** immediately notify his/her employer of an injury.
- The employer **MUST** file an Employee Claim and Employer's First Report of Injury (Form 1) with the Vermont Department of Labor within 72 hours of the notice of an injury that requires medical attention or results in time lost from work. The employer must also provide a copy of the Form 1 to the injured worker and to the insurance carrier.
- If the employer fails to file a First Report, an employee may file a Notice of Injury and Claim for Compensation (Form 5) with the Vermont Department of Labor within six months of the date of injury.
- Information concerning injured worker rights and benefits is available on the department's Workers' Compensation website at <http://www.labor.vermont.gov> or by calling (802) 828-2286. We accept all relay calls.

The Vermont Department of Labor is an equal opportunity employer that administers equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities. Free language access assistance is also available. Send an email to [labor.wccomp@vermont.gov](mailto:labor.wccomp@vermont.gov) if you are in need of these services



## **ESTADO DE VERMONT**

### **Responsabilidades de la Empresa Contratante & Indemnización por Accidentes Laborales (*Workers' Compensation*)**

#### **NOTIFICACIÓN A LOS EMPLEADOS**

ESTA EMPRESA CONTRATANTE, \_\_\_\_\_, HA CUMPLIDO CON LAS DISPOSICIONES DEL TÍTULO 21 DE LOS ESTATUTOS DEL ESTADO DE VERMONT, ANOTADAS EN LA § 687, ASEGURÁNDOSE BAJO UNA PÓLIZA DE SEGURO CONTRA ACCIDENTES LABORALES EMITIDA POR:

(COMPAÑÍA DE SEGUROS)

EL EMPLEADO DE ESTA COMPAÑÍA TIENE DERECHO A SER INDEMNIZADO POR EL TIEMPO PERDIDO, GASTOS MÉDICO GENERADOS, INCAPACIDAD SUFRIDA O LA MUERTE, SI ÉSTOS FUESEN ATRIBUIBLES A UNA LESIÓN RELACIONADA CON SU TRABAJO.

- LA LESIÓN SUFRIDA TENDRÁ QUE SER REPORTADA INMEDIATAMENTE A LA COMPAÑÍA CONTRATANTE POR EL EMPLEADO LESIONADO.
- LA EMPRESA CONTRATANTE TENDRÁ QUE REMITIR UNA RECLAMACIÓN A NOMBRE DEL EMPLEADO Y PRESENTAR EL PRIMER REPORTE DE UNA LESIÓN EN EL FORMULARIO CORRESPONDIENTE (FORMULARIO 1) ANTE EL MINISTERIO DE ASUNTOS LABORALES E INDUSTRIALES (*THE DEPARTMENT OF LABOR AND INDUSTRY*), POR CONCEPTO DE CUALQUIER LESIÓN QUE REQUIERA ATENCIÓN MÉDICA O QUE RESULTARA EN LA PÉRDIDA DE TIEMPO LABORAL. LA EMPRESA TENDRÁ QUE REMITIR DICHA RECLAMACIÓN Y REPORTE DENTRO DE 72 HORAS DESPUÉS DE HABER RECIBIDO NOTIFICACIÓN DE LA LESIÓN. LA EMPRESA CONTRATANTE TAMBIÉN LE TENDRÁ QUE PROPORCIONAR UNA COPIA DEL FINALIZADO FORMULARIO 1 AL EMPLEADO LESIONADO Y A LA COMPAÑÍA DE SEGUROS.
- SI LA EMPRESA CONTRATANTE NO CUMPLIERA CON LA PRESENTACIÓN DEL PRECITADO PRIMER REPORTE, EL EMPLEADO PODRÁ LLENAR Y REMITIR EL FORMULARIO 5 TITULADO NOTIFICACIÓN DE LESIÓN Y RECLAMACIÓN PARA INDEMNIZACIÓN (*NOTICE OF INJURY AND CLAIM FOR COMPENSATION—FORM 5*) ANTE EL MINISTERIO DE ASUNTOS LABORALES E INDUSTRIALES DENTRO DE SEIS MESES, CONTADOS A PARTIR DE LA FECHA DE LA LESIÓN.
- SI DESEA INFORMACIÓN REFERENTE A LOS DERECHOS Y BENEFICIOS DEL EMPLEADO LESIONADO VISITE EL WEB SITE DE SEGURO CONTRA ACCIDENTES LABORALES <http://www.state.vt.us/labind/wcindex.htm> O SÍRVASE LLAMAR AL (802) 828-2286

FORMULARIO 31 2/03

#### NOTICE

This is a translation of a document originally drawn up in English. Accordingly, it is understood that all legal rights, responsibilities and/or obligations are governed by the original English version of this document.

#### ADVERTENCIA

Ésta es la traducción de un documento originalmente redactado en inglés. Consiguientemente, hágase saber que todos los derechos legales, responsabilidades y/u obligaciones expresadas en el mismo se registrarán por la versión original del documento redactada en inglés.

# ETAT DU VERMONT

## RESPONSABILITE DE L'EMPLOYEUR ET INDEMNITES SALARIALES

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### AVIS AUX EMPLOYES

CET EMPLOYEUR, \_\_\_\_\_,  
EST EN CONFORMITE AVEC LES TERMES DE L'ARTICLE 21 DES STATUTS DE  
L'ETAT DU VERMONT #687, ET A CONTRACTE UNE ASSURANCE D'INDEMNITE  
SALARIALE AVEC : \_\_\_\_\_

\_\_\_\_\_  
(NOM DE L'ASSUREUR)

CETTE COMPAGNIE OFFRE DES INDEMNITES SALARIALES DE COMPENSATION EN  
CAS DE PERTE DE TEMPS DE TRAVAIL, FRAIS MEDICAUX, HANDICAP OU DECES  
CONSECUTIFS A UN ACCIDENT DU TRAVAIL.

- ? ? UN EMPLOYE BLESSE DOIT AVERTIR IMMEDIATEMENT SON EMPLOYEUR  
DE SON ACCIDENT.
  
- ? ? L'EMPLOYEUR DOIT DECLARER LA PLAINTE DE L'EMPLOYE AINSI QUE  
DEPOSER « LE PREMIER RAPPORT DE L'EMPLOYEUR » CONCERNANT  
L'ACCIDENT (FORMULAIRE 1) AUPRES DU DEPARTEMENT DU TRAVAIL  
ET DE L'INDUSTRIE, POUR TOUTE BLESSURE NECESSITANT DES SOINS  
MEDICAUX, OU AYANT POUR CONSEQUENCE LA PERTE DE TEMPS DE  
TRAVAIL. CETTE DECLARATION DOIT ETRE FAITE DANS LES 72 HEURES  
QUI SUIVENT LA NOTIFICATION DE L'ACCIDENT OU DE LA MALADIE.
  
- ? ? SI L'EMPLOYEUR NE DEPOSE PAS UN « PREMIER RAPPORT », L' EMPLOYE A  
LA POSSIBILITE DE FAIRE UNE DECLARATION « NOTIFICATION DE  
BLESSURE ET DEMANDE D 'INDEMNITE » (FORMULAIRE #5) AUPRES DU  
DEPARTEMENT DU TRAVAIL ET DE L'INDUSTRIE, DANS LES SIX MOIS QUI  
SUIVENT LA DATE DE L'ACCIDENT.
  
- ? ? DES RENSEIGNEMENTS CONCERNANT LES DROITS D'UN EMPLOYE  
VICTIME D'UN ACCIDENT DU TRAVAIL PEUVENT ETRE OBTENUS AUPRES  
DU DEPARTEMENT DU TRAVAIL ET DE L'INDUSTRIE EN APPELANT LE  
NUMERO SUIVANT :  
(802) 828-2286.

# DRZAVA VERMONT

## Odgovornost i kompenzacija radnika

### OBAVIJEST ZAPOSLENIM

POSLODAVAC, \_\_\_\_\_ JE POSTUPIO U SKLADU SA ODREDBOM BROJ 21, VERMONTSKOG STATUTA, § 687, TAKO STO JE UVEO OSIGURANJE ZA KOMPENZACIJU RADNIKA, PREKO:

---

NOSILAC OSIGURANJA

KOMPENZACIJA RADNIKA ZA IZGUBLJENO VRIJEME, TROSKOVE LIJECENJA, INVALIDNOST I SMRT, KOJI SU REZULTAT POVREDA NA RADU STOJI NA RASPOLAGANJU PUTEM OVE KOMPANIJE.

POVRIJEDJENI RADNIK MORA ODMAH DA OBAVIJESTI SVOGA POSLODAVCA O POVREDI.

POSLODAVAC MORA ZA SVAKU POVREDU KOJA ZAHTIJEVA ZDRAVSTVENU INTERVENCIJU ILI IMA ZA POSLJEDICU GUBITAK VREMENA NA RADNOM MJESTU, U ROKU OD 72 SATA OD PRIMANJA OBAVIJESTI O NESRECI ILI BOLESI, ISPUNITI ZAHTJEV I PRVI IZVJESTAJ ZAPOSLENOG – FORMULAR 1 (FIRST REPORT), ZAJEDNO SA ZAVODOM ZA RAD I INDUSTRIJU ( DEPARTMENT OF LABOR AND INDUSTRY).

AKO POSLODAVAC NE ISPUNI PRVI IZVJESTAJ, ZAPOSLENI MOZE ISPUNITI OBAVIJEST O POVREDI I ZAHTJEV ZA KOMPENZACIJU (FORMULAR 5), ZAJEDNO SA UREDOM ZA RAD I INDUSTRIJU (DEPARTMENT OF LABOR AND INDUSTRY), U ROKU OD SEST MJESECI OD DATUMA POVREDE.

INFORMACIJE O PRAVIMA POVRIJEDJENIH RADNIKA SE MOGU DOBITI OD ZAVODA ZA RAD I INDUSTRIJU (DEPARTMENT OF LABOR AND INDUSTRY), NA TELEFON:  
(802) 828 – 2286 ili TDD 800-650-4152.

FORM 31 6/2017

STATE OF VERMONT  
TỈNH BANG VERMONT

Trách Nhiệm Pháp Lẽ Của Chủ Hãng và Sĩ Bồi Thường Cho Công Nhân

---

THÔNG BÁO CHO TẤT CẢ CÔNG NHÂN

CHÍNH, NG N? Y,

\_\_\_\_\_, ã, TUÂN THEO  
NHIỆM VỤ – CHÍNH ã 21 NĂM ãO LUT VERMONT, 687, B? NG CÁCH MUA  
B• O HIỂM CHO VIC B —I THĐ? NG CHO CÔNG NHÂN QUA:

---

(TÊN H,NG B• O HIỂM)

NHNG QUY“N L?I CHO VIC B —I THĐ? NG CHO CÔNG NHÂN DO Vµ M?T  
GI? L? M, TR• TI“N BINH VIN, TT N GUY“N HOC CH • T B?I DO TAI NN  
LIÊN QUAN ã• N VIC L? M ã, S?N S? NG QUA CÔNG TY N? Y.

?? M?i Công Nhân B? Th?ng Phải L?p T?c Báo Cáo Th?ng T?ch Cho Hãng  
Của Anh Ta/Cô Ta Ngay L?p T?c.

?? Hãng Làm Phải Làm HỒ SỔ Cho Công Nhân và B?n Báo Cáo Th?ng T?ch  
ñ?u Tiên Của Hãng (Form 1) V?i V?n Phòng Lao ã?ng Cho B?t C? Tai N?n  
Nào C?n ãi B?nh Vi?n Ho?c Phải Ngh? Làm Trong Vòng 72 Gi? Sau Khi  
Nh?n ã?c Báo Cáo Của Tai N?n Ho?c B?nh. Hãng Làm C?ng Phải  
Cung C?p M?i B?n Sao của Form 1 Cho Ng?i Công Nhân B? Th?ng Và  
M?i Cho Hãng B?o Hi?m.

?? N?u Hãng Không Làm HỒ SỔ Báo Cáo ã?u Tiên, Công Nhân Có Th? Làm  
ñ?n Thông Báo Tai N?n Và Xin ã?c B?i Th?ng (Form 5) V?i V?n Phòng  
Lao ã?ng Trong Vòng Sáu Tháng K? T? Ngày B? Th?ng.

?? Tin T?c V? Quy?n L?i Của M?i Ng?i B? Th?ng Có Th? L?y T?i V?n  
Phòng Lao ã?ng B?ng Cách G?i S? (802) 828-2286.



State File No. \_\_\_\_\_

**EMPLOYER FIRST REPORT OF INJURY**

Answer every question fully and report promptly to avoid a penalty. Employer’s Federal ID Number and Employee Social Security Number MUST be provided.

EMPLOYER	1. Legal Name:			2. Business Name:				
	3. Mail Address: No. and Street			City		State Zip		
	4. Location (if different from Mail Address):			5. Telephone Number, Extension and Contact Person.:				
	6. Nature of Business (list principal products or service of concern):			7. Do you regularly employ 10 or more employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Federal ID No.:		
EMPLOYEE	9. Name: First Name		Middle Initial	Last Name		10. Social Security No.:	11. Date of Birth:	
	12. Home Address: No. and Street			13. Home Phone No.:	14. Work Phone No:	15. Age:		
	City		State	Zip	16. Job Title:		17. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
	18. Wages \$ Per	Hours Per Day Days Per Week	19. If board, lodging, etc. were furnished in addition to wages, state estimated value: \$		20. Was employee hired in VT? <input type="checkbox"/> Yes <input type="checkbox"/> No		21. Date of Hire	
ACCIDENT	22. Date of Accident:		Accident Time: AM PM		Began Shift: AM PM		23. Location of Accident: Town or State City	
	24. Machine, tool, object, motor vehicle or substance directly causing injury:							
	25. On employer’s premises? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, name of department:			
	26. Describe what employee was doing:				Was this the employee’s regular occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
27. How did accident occur? Describe events leading up to the accident:								
INJURY	28. Describe the injury and the part of the body injured.						29. Was this a first-aid only injury: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	30. Any Lost Time? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date disability began		Last date paid in full:		31. Employee returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	32. Did injury result in death? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date of death.					
	33. Name and address of Physician:							
34. Name and address of Hospital:						Remained Overnight <input type="checkbox"/> Yes <input type="checkbox"/> No		
INS	35. Insurance Company Named on Workers’ Compensation Policy				35A. Claim Administrator			
	Name in full: _____				Company Name _____			
	Policy No. _____				Phone Number _____			
Signed by: _____								
Employer or Representative				Title		Date		

Employee's Claim and Employer First Report of Injury  
First-Aid Only Injuries and Deductible Policies

21 V.S.A. Title 21, Chapter 9, §640(e) was changed by S.345 in the 2007-08 Legislative Session. The new language is below.

(e) In the case of a work-related, first-aid-only injury, the employer shall file the first report of injury with the department of labor. The employer shall file the first report of injury with the workers' compensation insurance carrier or pay the medical bill within 30 days. If the employer contests a claim, a first report of injury shall be forwarded to the department of labor and the insurer within five days of notice. If additional treatment or medical visits are required or if the employee loses more than one day of work, the claim shall be promptly reported to the workers' compensation insurer, which shall adjust the claim. "Work-related, first-aid-only-treatment" means any one-time treatment that generates a bill for less than \$750.00 and for which the employee loses no time from work except for the time for medical treatment and recovery not to exceed one day of absence from work.

**Please ensure that you have completed box 35 on all Employee's Claim and Employer First Report of Injury.**



Department of Labor
Workers' Compensation Division
PO Box 488
Montpelier, VT 05601-0488
(802) 828-2286

State File No.
Ins. Co. File No.
Date of Injury
Soc. Sec. No.

REPORT OF FATAL ACCIDENT

IMPORTANT: This report is to be used only when a work related injury results in a fatality. In all such cases, the Employer's First Report of Injury (Form 1) also must be filed.

- 1. Name of Employer:
2. Address of Employer:
3. Nature of Business:
4. Name of Injured Person:
5. Residence of Injured Person at Time of Death:
6. Date of Accident:
7. Date of Death:
8. Place where Injured Person Died:
9. [ ] Single [ ] Married [ ] Civil Union [ ] Widower [ ] Widow [ ] Divorced
10. Number of Children under Eighteen years of age:
11. If no Spouse or Reciprocal Beneficiary or Children Survive, State Other Relatives Dependent Upon Deceased:
12. Relationship of Dependents:

Dated this \_\_\_ day of \_\_\_ 20\_\_\_ (year)

Employer

By \_\_\_ Official Position



State File No.: \_\_\_\_\_

Ins. Co. File No.: \_\_\_\_\_

**VERMONT WORKERS' COMPENSATION MEDICAL AUTHORIZATION**

**NOTE: Title 21 VSA §655a requires all providers to utilize and comply with this medical release authorization form when seeking or providing medical information relative to a workers' compensation claim. Workers' Compensation claims are expressly exempted from the terms and provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR 164.512(1).**

*A copy of 21 VSA §655a is included with this form (see Page 2 of 2).*

TO: \_\_\_\_\_  
(Physician, Hospital or other medical practitioner)

This, or a photocopy, will authorize you to release to \_\_\_\_\_  
(Insurance Carrier, Employer and/or its counsel of record, Vocational Rehabilitation Counselor)

at the following address: \_\_\_\_\_

All relevant medical information you may have relating to the treatment or diagnosis of my work related injury claim that involves injury to my:

\_\_\_\_\_  
(enter body part(s) or health condition)

that occurred on or about \_\_\_\_\_, 20 \_\_\_\_\_

**RELEVANT MEDICAL INFORMATION INCLUDES records relating to a past history of complaints or treatment of a condition similar to that presented in the work injury claim or other conditions related to the same body part and may include:**

- (1) Minimum data to justify services and payment, including that on the standard paper 1500 form or electronic 837 form.
- (2) Office visit notes, diagnostic reports, medical evaluations relating to the injury diagnosis or treatment.
- (3) Any other relevant provider records contained in the file.

Name: \_\_\_\_\_  
(Print Claimant/Patient Name)

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Title 21: Labor**

### ***Chapter 9: EMPLOYER'S LIABILITY AND WORKERS' COMPENSATION***

#### **21 V.S.A. § 655a. Release of relevant medical records by health care providers; department to oversee release and use of relevant medical information**

##### **§ 655a. Release of relevant medical records by health care providers; department to oversee release and use of relevant medical information**

(a) Health care providers examining or attending the examination of an injured worker pursuant to this chapter shall provide relevant medical records and reports as requested by the injured worker, the employer, or the department regarding the diagnosis, condition, or treatment of the worker, permanent impairment, or any restrictions or limitations on the worker's ability to work upon receiving a written medical release authorization from the injured worker. The authorization shall be on a form approved by the department. If the relevance of any medical information is disputed, the department shall determine whether the requested medical information is relevant.

(b) Medical information relevant to the specific claim includes a past history of complaints or treatment of a condition similar to that presented in the claim or other conditions related to the same body part. Information that may be requested includes:

(1) Minimum data to justify services and payment, including that on the standard paper 1500 form or electronic 837 form.

(2) Office notes of the examination relating to the injury diagnosis or treatment.

(3) Any other relevant provider records contained in the file.

(c) An injured worker shall only be obligated to sign a medical record release authorization approved by the department.

(d) Any medical information received by the employer or the insurance carrier that is found not to be relevant to the claim may not be used to deny or limit a claim. The commissioner may order that specific disclosure requests be denied or rescinded and may make such other interim orders as are appropriate.

(e) Any medical information received in conjunction with a claim shall be used only for the purpose of advancing or defending a claim relating to the injury or of investigating a claim of false representation or of ensuring compliance with the workers' compensation statutes and rules. (Added 2011, No. 50, § 4.)



Department of Labor, Workers' Compensation  
 Workers' Compensation  
 PO Box 488  
 Montpelier, VT 05601-0488  
 (802) 828-2286; TDD 800-650-4152  
[www.labor.vermont.gov](http://www.labor.vermont.gov)

DOL FORM 25 (Rev. 1/2018)  
 State File No. \_\_\_\_\_  
 Ins. Co. File No. \_\_\_\_\_  
 Date of Injury \_\_\_\_\_  
 Fed. ID No. \_\_\_\_\_

WAGE STATEMENT – For injuries occurring on or after July 1, 2008

Employee: \_\_\_\_\_

Employer: \_\_\_\_\_

Wage Rate: \$ \_\_\_\_\_ per \_\_\_\_\_ Number of Days Hired to Work: \_\_\_\_\_ Number of Hours Hired to Work: \_\_\_\_\_

	Week Ending			Number of Hours or Days Worked	Gross Wages	Extras (as in 6 or 7) Please indicate what the extra is, for example, \$1000.00 bonus
	Month	Day	Year			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

**INSTRUCTIONS:  
Read Carefully**

1. Enter **GROSS** wages of employee for 26 weeks before date of accident (**NOT take-home pay**).
2. Do not include the week of the accident.
3. Leave blank those weeks in which the employee had excused absences for which he/she was paid for less than 1/2 of a work week.
4. Leave blank those weeks in which you had reduced operations or a plant shutdown and for which the employee was paid for less than 1/2 of a work week.
5. Do not enter those weeks in which an employee was on vacation for more than 1/2 of a work week.
6. If room, board, lodging or other "extras" (electricity, fuel, etc.) are provided in addition to monetary wages, break these down into a weekly value, and include and describe the income in the column marked "EXTRAS." This includes tips if not included in gross wages.
7. Include any bonuses and commissions paid to the employee in addition to wages in the column marked "EXTRAS."
8. Enter the dates when your normal work week ends (not the date a check is issued to the employee) and the number of hours or days worked.

When did the employee begin losing time? \_\_\_\_\_ Was the employee paid in full for the day of the accident? \_\_\_\_\_

Are employee's wages subject to any child support withholding order?  Yes  No  
 If yes, in what amount? \$ \_\_\_\_\_ per \_\_\_\_\_

Day of the week the check will be mailed to the claimant or deposited in the claimant's account \_\_\_\_\_

This is a correct statement of the employee's earnings as taken from the employer's payroll records.

By: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Signature of Preparer

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



Vermont Department of Labor  
Workers' Compensation  
PO Box 488  
Montpelier, VT 05601-0488  
(802) 828-2286

Form 10 (rev 9/11)

State File # \_\_\_\_\_  
Ins. Co. File # \_\_\_\_\_  
Date of Injury \_\_\_\_\_

www.labor.vermont.gov

### Certificate of Dependency and Concurrent Employment

Employee: \_\_\_\_\_

Employer: \_\_\_\_\_

TO THE EMPLOYEE: This form MUST be completed in every workers' compensation case in which an injured worker has lost time from work as the result of a work-related injury. The form must be completed even when the injured worker has no dependents. The information must be supplied and the form signed by the injured worker. This information is required to determine the employee's right to additional weekly compensation of \$10.00 for each dependent child under the age of twenty-one (21) years.

List below your dependent child(ren) up to 21 years old that have not already been declared by your spouse on his/her current workers' compensation claim.\*\*

Name of Dependent	Date of Birth	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Concurrent employment: If you were working for more than one employer on the date of injury indicated above please provide the following information.\*\*

Name of Employer	Employer's Address	Employer's Phone Number	Date of Hire
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that the above is a true, complete and accurate statement of my dependents and concurrent employment.

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\*\*Attach additional sheets if necessary and return this to the insurance carrier



## Direct Deposit for Workers Compensation Benefit Checks

Per 21 V.S.A. § 650(f), beginning January 1, 2021, recovering workers have the right to have workers' compensation benefit checks directly deposited into a bank account of their choosing.

Included is a direct deposit form for the claimant to complete and return to the insurance carrier.

Upon notice of a work related injury, please provide the form to the recovering worker for his/her consideration.

**If you or the recovering worker have questions, please contact our Customer Care Center at (888) 495-8949.**



# VT Direct Deposit Authorization Form

**Depositor/Claimant's Name**

**Claim Number**

**Phone Number**

**Email Address**

**Address**

**City, State**

**Zip**

DEPOSITOR/CLAIMANT/JOINT ACCOUNT HOLDER CERTIFICATION I certify that I am entitled to receive the underlying compensation payments or death benefits and circumstances entitling me to benefits or death benefits have not changed.

**Depositor/Claimant Certification Signature**

**Date**

**Joint Account Holder Certification Signature**

**Date**

DEPOSITOR/CLAIMANT/JOINT ACCOUNT HOLDER CERTIFICATION I certify that I am entitled to receive the underlying compensation payments or death benefits and circumstances entitling me to benefits or death benefits have not changed.

**Name of Financial Institution**

**Account Type**

Checking  Savings

**Depositor's Account Number**

**Routing Number**

# Authorization for the Release of Information / Autorización Para La Liberación De Información

Claim Number/Número de Reclamo

Date of Injury / Fecha de la Lesión

Employee/Empleado

Date of Birth / Fecha de Nacimiento

I hereby authorize the divisions of Berkshire Hathaway Homestate Companies, their representative or bearer, to review, inspect, copy, and/or photograph any and all of the following documents:

Por este medio autorizo las divisiones de Berkshire Hathaway Homestate Companies, su representante o portador, a revisar, inspeccionar, copiar, y/o fotografiar cualquier y todo de los siguientes documentos:

Any and all medical records, including but not limited to office and hospital records, laboratory results, diagnostic reports and films, psychiatric records, medical correspondences, doctor's and nurse's notes, and medical histories relevant to my workers' compensation claim. I also hereby give permission to Berkshire Hathaway Homestate Company representatives to contact the attending physicians involved in the treatment of all related conditions.

Cualquier y todo expediente médico, incluyendo pero no limitado, a los expedientes de la oficina y hospitales, resultados de laboratorios y filmas, expedientes psiquiátricos, correspondencia médica, notas de los doctores y enfermeros(as), e historiales médicos relevantes a mi reclamo de compensación de trabajadores. También, por este medio le doy permiso a los representantes de Berkshire Hathaway Homestate Company para comunicarse con el médico tratante envuelto en el tratamiento de todas las condiciones relacionadas.

All employment and human resource information including but not limited to: hiring and employment records, payroll and income statements, documentation related to this or any other relevant injury and any other information pertinent to providing benefits and services necessary for the completion of this claim.

Toda información del empleo y de recursos humanos, incluyendo pero no limitado a: expedientes de contratación y empleo, declaraciones de nómina e ingresos, documentación relacionada a esta o cualquier otra lesión relevante, y cualquier otra información pertinente que provea los beneficios y servicios necesarios para completar este reclamo.

The released information is required for the following reasons:

La información liberada es requerida por las siguientes razones:

To provide for adequate preparation, investigation, evaluation, review, and discovery of a claim for workers compensation benefits. Specifically, to determine the causation and the nature and extent of any possible pre-existing, concurrent or aggravating medical conditions with potential medical, legal, or factual implications in the this work-related injury or injuries.

Para proporcionar una preparación, investigación, evaluación, revisión, y descubrimiento adecuado del reclamo de beneficios de compensación de trabajadores. Específicamente, para determinar la causa y la naturaleza y extensión de cualquier posible condición médica pre-existente, concurrente o agravante con potencial médico, legal, o implicaciones fácticas en esta lesión o lesiones relacionadas al trabajo.

To provide the treating physician, consultant or evaluator with medical information necessary to provide you with the best possible medical care and medical advice.

Para proporcionar al médico tratante, consultor, o evaluador con la información médica necesaria para proporcionarle el mejor cuidado médico posible y consejería médica.

To facilitate recovery of all benefits paid toward your workers' compensation claim from any third party responsible for this injury.

Para facilitar la recuperación de todos los beneficios pagados por su reclamo de compensación de trabajadores de cualquier tercer parte responsable de esta lesión.



## Authorization for the Release of Information / Autorización Para La Liberación De Información

To ensure that you are accurately compensated for any amount of lost wages, time or resources while undergoing evaluation, treatment and recovery for this injury.

Para asegurar que usted se encuentra compensado correctamente por cualquier cantidad de salarios, tiempo, o recursos perdidos mientras se somete a la evaluación, tratamiento, y recuperación de esta lesión.

To obtain any information necessary to appropriately determine further actions as a result of the injury or condition and to prevent further issues for you and other employees.

Para obtener cualquier información necesaria para determinar apropiadamente acciones adicionales como resultado de la lesión o condición, y para prevenir problemas adicionales para usted y otros empleados.

This consent and authorization is effective immediately, and is subject to revocation by the undersigned at any time except to the extent that action has been taken in reliance hereon, and if not earlier revoked, it shall terminate on conclusion of the claim without express revocation.

Este consentimiento y autorización es efectivo inmediatamente, y está sujeto a la revocación del abajo firmante en cualquier momento excepto a la extensión en que se hayan tomado acciones en dependencia con esto de aquí en adelante, y si no es revocado anteriormente, terminará con la conclusión del reclamo si no se presenta una revocación expresa.

A copy or fax is as valid as the original.

Una copia o fax es tan válida como el original.

Names, Addresses, and Phone Numbers of Providers/Nombres, direcciones, y números de teléfonos de los proveedores

I have read this authorization and fully understand its entire contents. I have asked questions about anything that was not clear to me and I am satisfied with the answers I have received. I understand that I have a right to receive a copy of this authorization upon my request.

He leído esta autorización y entendido completamente su contenido en su totalidad. He hecho preguntas sobre todo lo que no estaba claro para mí y estoy satisfecho con las contestaciones que he recibido. Yo entiendo que tengo derecho a recibir una copia de esta autorización una vez lo solicite.

Signature/Firma

Date/Fecha

# Medical History Request

Employee Name

Date of Injury

Employer Name

Completion Date

Please complete this form by providing your medical history for the past 5 years. This will help ensure that we are able to provide all of your medical records to your current treating physician for you to receive the proper care for your work injury.

Thank you for your cooperation.

**Past Injuries, Disabilities, or Other Medical Conditions**

**Hospitalizations**

Hospital Name & Address	Phone	Date(s) Admitted

**Treating Physicians or Groups**

Doctor or Group Name, Address	Phone	Dates of Treatment

# Employee Incident Report

This form should be filled out by the injured employee.

Name

Employer Name

Date of Incident

Time of incident

Time you began work on day of incident

Address of Incident

City, State

Zip

Offsite? (Y/N)

How did the injury occur? What job duties were you performing? Please describe in your own words.

What part(s) of your body was injured (indicating right and/or left)?

Have you sought any medical treatment for these injuries? If so, specify where and when.

Have you ever injured this part of your body before (yes or no)? If so, please describe how and when the previous injury(s) occurred.

What witnesses were present when the incident occurred? Please provide names if applicable.

Who did you report the injury to? When was the injury reported? Please provide name(s) and job title(s).

What did you do after the incident occurred?

The above form is true and correct.

Signature

Date Completed

# Informe de Incidente del Empleado

A ser completado por el trabajador lesionado.

Nombre del empleado

Nombre del empleador

Fecha del incidente

Hora del incidente

Hora en que usted empezó a trabajar el día del incidente

Dirección del Incidente

Ciudad, Estado

Código Postal

Fuera del sitio? (S/N)

¿Cómo ocurrió la lesión? ¿Qué deberes del trabajo estaba desempeñando? Por favor, describa en sus propias palabras.

¿Qué parte(s) de su cuerpo resultó(aron) lesionada(s) (indicando derecha y/o izquierda)?

¿Ha buscado algún tratamiento médico para estas lesiones? Si es así, especifique dónde y cuándo.

¿Se ha lesionado anteriormente alguna vez esta parte de su cuerpo (sí o no)? Si es así, por favor, describa cómo y dónde ocurrió(eron) la(s) lesión(es) anterior(es).

¿Qué testigos estuvieron presentes cuando ocurrió el incidente? Por favor, proporcione nombres si es aplicable.

¿A quién informó la lesión? ¿Cuándo fue informada la lesión? Por favor, proporcione nombre(s) y puesto(s).

¿Qué hizo después de ocurrido el incidente?

El informe anterior es verdadero y correcto.

Firma

Fecha En Que Se Completó El Formulario

# Supervisor's Report of Employment Incident

Employee Name

Employer Name

Date of Incident

Time of incident

Time the employee began work on day of incident

Did the employee report the incident immediately?

Address of Incident

City, State

Zip

Offsite? (Y/N)

How did the injury occur? What job duties was the employee performing?

What part(s) of the employee's body were reported as injured?

Has the employee sought any medical treatment for these injuries? If so, specify where and when.

What witnesses were present when the incident occurred (including self)?

Do you have any reason to question the legitimacy of the incident? If so, please explain:



# Supervisor's Report of Employment Incident

Indicate working conditions present that led to incident (please check all that apply)

Unused/unavailable lifting equipment

Unused/unavailable sharps container

Electrical exposure

Lack of training

Poor housekeeping

Interaction with patient or resident

Chemical exposure

Other:

Unused/unavailable PPE (gloves, hardhat, goggles, etc.)

Unguarded or improperly guarded equipment

Obstructed view

Wet/slippery floor

Interaction with co-worker

Interaction with customer

Motor vehicle incident

What changes could be made to eliminate or reduce the hazard(s) identified above?

The above form is true and correct.

Prepared by

Signature

Date

# Informe de Incidente del Supervisor

Nombre del empleado

Nombre del empleador

Fecha del incidente

Hora del incidente

Fecha en que se informó el incidente

¿Informó el empleado el incidente inmediatamente?

Dirección del Incidente

Ciudad, Estado

Código Postal

Fuera del sitio? (S/N)

¿Cómo ocurrió la lesión? ¿Qué deberes del trabajo estaba desempeñando el empleado?

¿Qué parte(s) del cuerpo del empleado se informaron como lesionadas?

¿Ha buscado el empleado algún tratamiento médico para estas lesiones? Si es así, especifique dónde y cuándo.

¿Qué testigos estuvieron presentes cuando ocurrió el incidente (incluyendo él mismo)?



## Informe de Incidente del Supervisor

¿Tiene usted alguna razón para dudar de la legitimidad del incidente? Si es así, por favor, explique:

Indique las condiciones de trabajo presentes que conllevaron al incidente (por favor, marque todas las que apliquen).

- |  |  |
|--|--|
| Equipo para levantar no usado/no disponible            | PPE (guantes, casco, gafas, etc.) no usado/no disponible |
| Contenedor de objetos punzantes no usado/no disponible | Equipo no resguardado o incorrectamente resguardado      |
| Exposición eléctrica                                   | Vista obstruida  |
| Falta de capacitación                                  | Herramientas o equipo defectuosos                        |
| Piso mojado/resbaloso                                  | Mala limpieza  |
| Interacción con compañero de trabajo                   | Interacción con paciente o residente                     |
| Interacción con cliente                                | Exposición a producto químico                            |
| Incidente de vehículo motorizado                       | Other:   |

¿Qué cambios se pueden realizar para eliminar o reducir el(los) peligro(s) identificado(s) anteriormente?

El informe anterior es verdadero y correcto.

Elaborado por

Puesto

Fecha de elaboración

# Witness' Report/Statement of Employee Incident

Employee Name	Witness' Name	Witness' Phone Number	
Witness' Address	City, State	Zip	Offsite? (Y/N)
Date of Incident	Time of incident		
Address of Incident	City, State	Zip	Offsite? (Y/N)

Did you witness the above-reported incident? If so, how did the injury occur? What job duties was the employee performing?

What part(s) of the employee's body were injured? Describe the type of injury (strain, bruise, etc.)

What did the injured employee say at the time of injury? Did the injured employee complain of pain at the time of injury? If they complained of pain, please specify the body part(s).

What did the employee do after the incident occurred?

Were any other witnesses present at the time of the incident? If so, please list them below.

The above form is true and correct.

Witness' Signature

Date Completed



# Informe de Incidente del Testigo

Nombre del Empleado

Nombre del Testigo

Teléfono del Testigo

Dirección del Testigo

Ciudad, Estado

Código Postal

Fuera del Lugar de Trabajo? (Si/No)

Fecha Del Incidente

Hora del incidente

Dirección del incidente

Ciudad, Estado

Código Postal

Fuera del Lugar de Trabajo? (Si/ No)

¿Presenció el incidente? Si es así, ¿cómo ocurrió? ¿Qué deberes laborales estaba realizando el empleado?

¿Qué parte(s) del cuerpo del empleado resultaron lesionadas? Describa el tipo de lesión (tensión, moretón, etc.)

¿Qué dijo el empleado lesionado en el momento de la lesión? ¿El empleado lesionado se quejó de dolor en el momento de la lesión? Si se quejaron de dolor, especifique la(s) parte(s) del cuerpo(s).

¿Qué hizo el empleado después de que ocurrió el incidente?

¿Había otros testigos presentes en el momento del incidente? Si es así, por favor escríbalos aquí.

La forma anterior es verdadera y correcta.

Firma del Testigo

Fecha

### **To the Injured Worker:**

On your first visit, please give this form to any pharmacy listed on the back side to speed processing of your approved work-related injury prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the MyMatrixx Patient Care Contact Center at 800.945.5951.

#### **Atencion Trabajador Lesionado:**

En su primera visita, entregue este formulario a cualquier farmacia que se encuentre en el reverso del boleto para acelerar el procesamiento de sus recetas aprobadas para lesiones relacionadas con el trabajo (según las reglas establecidas por su empleador).

¿Tiene preguntas o necesita ayuda para localizar una farmacia participante? Llame al centro de contacto para pacientes de MyMatrixx al 800.945.5951.

**ID#:** \_\_\_\_\_

Your SSN is your temporary ID.

**RxBIN#:** 003858

**PCN:** WC

**RxGroup #:** G3YA

**Date of Injury:** \_\_\_\_\_  
MM/DD/YYYY

**For Workers' Compensation Only**

### **Employee Information**

Full Name \_\_\_\_\_

Street Address or PO Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Date of Birth \_\_\_\_\_

Employer Name \_\_\_\_\_



### **To the Pharmacist:**

MyMatrixx administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 14-day supply or a cost of \$150. This form is valid for up to 30 days from date of injury (DOI). Limitations may vary.

For assistance, please call MyMatrixx at 888.786.9640.

#### **Processing Steps:**

1. Enter RxBin 003858
2. Enter PCN WC
3. Enter Rx Group Number G3YA
4. Enter 9-digit member ID (Patient SSN)
5. Enter Date of Injury

Visit [www.MyMatrixx.com](http://www.MyMatrixx.com) to locate a participating pharmacy near you!

AHF PHARMACY  
AHOLD CORPORATION  
ALBERTSONS  
ALIGNRX LLC  
AMERITA INC  
AURORA PHARMACY INC  
BIG Y FOODS INC  
BI-LO HOLDINGS LLC  
BROOKS/MAXI DRUG  
BROOKSHIRE BROTHERS LTD  
BROOKSHIRE GROCERY CO  
CARDINAL HEALTH  
CHEN NEIGHBORHOOD MEDICAL CENT  
COBORN'S INC.  
COSTCO WHOLESALE, INC  
CVS CORP  
DEDICATED US HOLDINGS LLC  
DISCOUNT DRUG MART  
ECKERD  
EPIC PHARMACY NETWORK  
ESSENTIA HEALTH  
EXPRESS RX  
FAIRVIEW PHARMACY SVCS  
FAMILY FARE, LLC

FOOD LION PHARMACY  
FRUTH PHARMACY  
GENOA HEALTHCARE LLC  
GIANT EAGLE PHARMACY  
GUARDIAN PHARMACY LLC  
HAC INC  
HANNAFORD BROS. CO.  
HARPS FOOD STORES INC  
HARTIG DRUG  
HEALTH MART ATLAS LLC  
H-E-B LP  
HENRY FORD HEALTH SYSTEM  
HOMETOWN PHARMACY INC  
HY-VEE FOOD STORES INC  
INGLES MARKETS  
INSTYMEDS CORP  
KPH HEALTHCARE SERVICES  
KS PHARM LLC  
K-VA-T FOOD STORES INC  
LEWIS DRUGS INC  
LONGS DRUG STORE  
MARC GLASSMAN INC  
MEDICAP PHARMACY, INC.  
MEDICINE SHOPPE  
MEIJER PHARMACY  
MERCY PHARMACY SERVICES

NCS HEALTHCARE  
NEIGHBORCARE PHARMACY  
OSBORN DRUGS INC  
PATIENT FIRST  
PHARMEDQUEST PHARMACY  
PHARMERICA, INC  
PMR US HOLDINGS  
PRESBYTERIAN MEDICAL  
PRESCRIBEIT RX  
PRICE CHOPPER PHARMACY  
PUBLIX SUPER MARKETS, INC  
RALEY'S  
RECEPT PHARMACY LP  
RITE AID CORPORATION  
SAFEWAY, INC.  
SAM'S CLUB  
SUPERVALU PHARMACIES, INC.  
TARGET  
THRIFTY WHITE STORES  
TOPS MARKETS LLC  
UNITED SUPERMARKETS INC  
WALGREENS  
WAL-MART  
WEGMANS FOOD MARKETS,  
WEIS MARKETS INC

Visit [www.MyMatrixx.com](http://www.MyMatrixx.com) to locate a participating pharmacy near you!



# \$1000 REWARD

For information leading to the arrest and conviction of any co-worker, health care professional, or the attorney representing a fraudulent workers compensation claim to Berkshire Hathaway Homestate Companies (BHHC)\*.

In most states, it is a felony to make or cause to be made a knowingly false or fraudulent material statement in order to obtain workers compensation benefits. BHHC believes that any party engaging in such fraud should be prosecuted to the fullest extent of the law, including jail sentences.

Please do your part to help! Putting criminals out of operation benefits all of us, including keeping your employer's premium rates reasonable.

Call our toll-free fraud hotline immediately  
if you have information on a fraudulent claim.

# 1 (800) 300-JAIL

\*Maximum reward of \$1,000 per conviction. In the event that more than one individual submits information regarding the same fraudulent claim, BHHC will equally divide the reward among those providing information used in obtaining the conviction. BHHC reserves the right to determine what information, if any, will be provided to the appropriate law enforcement agency. Criminal prosecutions are the sole responsibility of the authorities and may or may not be pursued at their discretion. Any issues regarding the interpretation of this policy shall be resolved by BHHC at their sole discretion. Program subject to change or termination without prior notice.



# \$1000 RECOMPENSA

Información que lleva al arresto y a la condena de cualquier compañero de trabajo, profesional de cuidado medico, o abogado que represente un reclamo fraudulento en contra de Berkshire Hathaway Homestate Companies\*.

En la mayoría de los estados es un delito grave hacer que haga una declaración de material fraudulento para obtener beneficios de Compensación al Trabajador. Berkshire Hathaway Homestate Companies cree que cualquier persona que se involucre en tal fraude debe ser procesado con todo el rigor de la ley, incluyendo SER SENTENCIADO A LA CARCEL.

Ayúdenos de su parte. El poner a estos delincuentes fuera de operaciones nos beneficia a todos, incluso esto ayuda a mantener los réditos bajos de la as eguranza de su empleador.

Si usted tiene información sobre un reclamo fraudulento por favor llame de inmediato a nuestra LINEA GRATUITA DE FRAUDE.

# 1 (800) 300-JAIL

\*La recompensa máxima es de \$1,000 por convicción. En caso de que más de una persona presente informaciones sobre la misma demanda fraudulenta. BerkshireHathaway dividirá la recompensa por partes iguales entre aquellas personas que aportaron informaciones para obtener la convicción. Berkshire Hathaway se reserva el derecho de determinar qué información presentará a la agencia judicial correspondiente. El proceso de crímenes es la responsabilidad exclusiva de las autoridades, que pueden decidir si el proceso debe entablarse or no. Cualquier disputa que pudiera surgir en la interpretación de esta oferta será resuelta por la propia Compañía de Seguros Berkshire Hathaway. Este programa está sujeto a cambios a cancelación sin aviso previo.