

**Mutual Agreement**

RI Department of Labor and Training, Division of Workers' Compensation  
PO Box 20190, Cranston, RI 02920-0942 www.dlt.ri.gov/wc  
Phone: (401) 462-8100 Fax: (401) 462-8105 TTY (Relay RI): 711

Claim Administrator Claim Number
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Employee Information			Employer, Insurer & Claim Administrator	
SSN or ID (Last four digits only) XXX-XX-	Date of Birth		Employer Business Name	
Last Name	First Name	Initial	Insurer Business Name	
Date of Injury	Date of Death		Claim Administrator Business Name	

This form may be used under RIGL § 28-35-6(b) to amend a Memorandum of Agreement, Order or Decree on a workers' compensation claim. This form cannot be used to start or end weekly benefits.

Amendment to Memorandum of Agreement. Indicate the change.				
<input type="checkbox"/> Change employee's marital status to	<input type="checkbox"/> Single	<input type="checkbox"/> Married	effective date:	_____
<input type="checkbox"/> Change the total average weekly wage to	\$	_____	effective date:	_____
<input type="checkbox"/> Change the weekly spendable base wage to	\$	_____	effective date:	_____
<input type="checkbox"/> Change the weekly compensation rate to	\$	_____	effective date:	_____
<input type="checkbox"/> Change maximum number of eligible exemptions	to	_____	effective date:	_____
<input type="checkbox"/> Change number of dependents	to	_____	effective date:	_____
<input type="checkbox"/> Modify from total to partial incapacity			effective date:	_____
<input type="checkbox"/> Modify from partial to total incapacity			effective date:	_____
<input type="checkbox"/> Suitable Alternative Employment (offer attached)			effective date:	_____
<input type="checkbox"/> Change nature of injury and/or affected body part to	_____			
<input type="checkbox"/> Other (specify)	_____			

Specific Injury Agreement						
The injured worker and the Claims Administrator representing the Insurer and Employer agree on the specific injury or injuries stated here.						
Disfigurement: Body Part		Weeks	Weekly Rate	Amount Paid	Date Paid	
Loss of Use: Body Part		Percent	Weeks	Weekly Rate	Amount Paid	Date Paid
Body Part	Type of Hearing Loss		Percent	Weeks	Weekly Rate	Amount Paid
<input type="checkbox"/> Left	<input type="checkbox"/> Occupational	<input type="checkbox"/> Traumatic				
<input type="checkbox"/> Right	<input type="checkbox"/> Occupational	<input type="checkbox"/> Traumatic				
<input type="checkbox"/> Both	<input type="checkbox"/> Occupational	<input type="checkbox"/> Traumatic				

Signatures of Parties to this Agreement			
Employee Signature	Date	Claim Adjuster Signature	Date

A Mutual Agreement is a legal document that memorializes an agreement between the parties to change a Memorandum of Agreement as specified in RIGL § 28-35-6(b). A copy is provided to each party and filed with RI Department of Labor and Training.

Claim Administrator Claim number: Provide the claim number or file identification number for the company handling the claim: the insurer, self-insured employer or third party administrator.

Employee information:

- SSN or ID: provide ***at most*** the last 4 digits of the employee's social security number or the employee ID number assigned by DLT. DO NOT use a fictitious number.
- Date of birth: please enter the employee's date of birth.
- Name: enter the employee's last name, first name and middle initial.
- Date of injury: enter the date of the injury or start of illness.
- Date of death: if the employee has died, enter the date of death.

Employer, Insurer and Claim Administrator information:

- Employer Business Name: enter the name of the employer's business.
- Insurer Business Name: enter the name of the licensed insurance company or self-insured employer.
- Claim Administrator: enter the business name of the company handling the claim.

Amendment to Memorandum of Agreement.

- Indicate the agreed upon changes using the options listed on the form.
- Provide complete information for each change including amounts and dates as indicated
- Indicate any other amendment not listed on the form and specify the change.

Specific Injury Agreement

- Provide the details of any agreement on compensation for specific injuries. Use a separate line for each body part.
- Disfigurement: provide the disfigured body part, number of weeks of payment, weekly payment rate, total amount of the payment, and the date the payment is made.
- Loss of use: indicate the affected body part, percent of loss, number of weeks of payment, weekly payment rate, total amount of the payment, and the date the payment is made.
- Hearing Loss: indicate if hearing loss is for left, right or both ears. Specify the type of hearing loss as occupational or traumatic. Provide the percent of loss, number of weeks of payment, weekly payment rate, total amount of the payment, and the date the payment is made.

Signature Block. Both the employee and a representative for the claims administrator on behalf of the employer must sign this document and date the form. RIDLT accepts any digital signature solutions that conform to current standards for integrity and authenticity. However, typed names in lieu of signatures do not meet this standard **and will not be accepted.**

A copy of the form must be provided to each party and filed with RI Department of Labor and Training.