

Send the completed and signed form to:
Workplace Safety & Insurance Board
200 Front Street West
Toronto, ON M5V 3J1

OR fax to:
416-344-4684
or
1-888-313-7373

Direction of Authorization - Claims

For this form to be valid, it must be **completed in full** by the Representative (Parts A and B) and **signed** by the worker or employer (Part D) as applicable.

When submitting by fax, please **transmit** using **only** an **original form**.

| |
|---------------------------------|
| Claim Nos. |
| Worker Name |
| Worker Date of Birth (dd/mm/yy) |

Part A - Worker or Employer Directing Authorization

| | | |
|-----------|--|---|
| Name | <input type="checkbox"/> Worker <input type="checkbox"/> Employer | Employer/Company Name |
| Address | City/Town | Postal Code |
| Telephone | Fax | Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other (please specify) |

Part B - Representative Information

| | | |
|---|-----------|-------------|
| * Name of person and/or organization to be authorized | | |
| Address | City/Town | Postal Code |
| Telephone | Fax | Signature |

Please complete one of the following three (1, 2 or 3) as applicable:

| | | | | | | | | | | | | | | |
|--|---|---|---|---|--|--------------------------------------|---|---|--|-------|--|--|---------------------------------------|--|
| 1. My Law Society of Upper Canada or Application ID No. | | | | | | | | | | | | | | |
| 2. I am / My organization is exempt from the paralegal licensing requirement (please check the exemption that applies to you): <table border="0"><tr><td><input type="checkbox"/> In-house legal services provider or paralegal</td><td><input type="checkbox"/> Constituency assistant</td></tr><tr><td><input type="checkbox"/> Student legal aid services society</td><td><input type="checkbox"/> Office of the Employer Adviser</td></tr><tr><td><input type="checkbox"/> Acting for family or friend</td><td><input type="checkbox"/> Trade union</td></tr><tr><td><input type="checkbox"/> Office of the Worker Adviser</td><td><input type="checkbox"/> Other profession or occupation (please specify):</td></tr><tr><td><input type="checkbox"/> Injured workers' group funded by WSIB</td><td>_____</td></tr><tr><td><input type="checkbox"/> Articling student</td><td></td></tr><tr><td><input type="checkbox"/> Legal clinic</td><td></td></tr></table> | <input type="checkbox"/> In-house legal services provider or paralegal | <input type="checkbox"/> Constituency assistant | <input type="checkbox"/> Student legal aid services society | <input type="checkbox"/> Office of the Employer Adviser | <input type="checkbox"/> Acting for family or friend | <input type="checkbox"/> Trade union | <input type="checkbox"/> Office of the Worker Adviser | <input type="checkbox"/> Other profession or occupation (please specify): | <input type="checkbox"/> Injured workers' group funded by WSIB | _____ | <input type="checkbox"/> Articling student | | <input type="checkbox"/> Legal clinic | |
| <input type="checkbox"/> In-house legal services provider or paralegal | <input type="checkbox"/> Constituency assistant | | | | | | | | | | | | | |
| <input type="checkbox"/> Student legal aid services society | <input type="checkbox"/> Office of the Employer Adviser | | | | | | | | | | | | | |
| <input type="checkbox"/> Acting for family or friend | <input type="checkbox"/> Trade union | | | | | | | | | | | | | |
| <input type="checkbox"/> Office of the Worker Adviser | <input type="checkbox"/> Other profession or occupation (please specify): | | | | | | | | | | | | | |
| <input type="checkbox"/> Injured workers' group funded by WSIB | _____ | | | | | | | | | | | | | |
| <input type="checkbox"/> Articling student | | | | | | | | | | | | | | |
| <input type="checkbox"/> Legal clinic | | | | | | | | | | | | | | |
| 3. I am / My organization is excluded from the paralegal licensing requirements (please explain): | | | | | | | | | | | | | | |

* This indicates the person and/or organization who will have authorization as set out on this form. Since October 31, 2007, the WSIB only accepts representatives who have applied for licensing by the Law Society of Upper Canada and whose names are included on the Paralegal Candidate Directory, or those who are exempt or excluded from the licensing requirement. For further information, please consult the Law Society's website at www.lsuc.on.ca. Since October 31, 2007, the WSIB requires all representatives to provide information about their licensing status in order to represent parties before the Board.

Part C - Extent of Authorization and Expiration

The representative named above is authorized to represent the worker or employer in relation to the above noted claim and access all of the WSIB claim-related information that the worker or employer would normally have access to. This authorization is deemed to be effective for an indefinite period and expires upon receipt of written confirmation by the worker or employer, or upon the death of the worker.

Part D - Approval by Worker or Employer

| | | |
|--|----------------------------------|--|
| By signing below, I authorize the person or company named in <i>Part B</i> to act as representative, subject to <i>Part C</i> noted above. | | |
| Name (print) | Position / Title (if applicable) | |
| Signature | Date (dd/mm/yy) | |

Cancelling or changing an authorization

It is the responsibility of the worker and employer to ensure that authorization is properly managed. As such, amendment, rescindment or cancellation of any authorization is their responsibility.

To **change** an authorization, a new Direction of Authorization form must be completed.

To **cancel** an authorization at any time, send a request in writing or by fax to the Claims Adjudicator responsible for the claim.

Additional Information

If additional space is needed for information or additional claim numbers, please add a note on page 1 to indicate that there are additional pages and attach them to this form.

When submitting by fax, please transmit using only original documents.

This is not a request form. It is used solely to provide authorization for representation and access to claims-related information.

If you need more information, contact the Claims Adjudicator responsible for the claim.

To avoid delays, please complete in full and print in black ink.

Send the completed and signed form to:

Workplace Safety & Insurance Board
200 Front Street West
Toronto, Ontario M5V 3J1

OR fax to:

416-344-4684

or

1-888-313-7373