



Date: _____ Policy #: _____

To: _____ Fax #: _____

From: _____ Fax #: _____

Number of pages (including cover): _____ Phone#: _____

Subject: DFSP-4 Annual Report supplemental information

Use My Policy to submit required documents. Sign into our website, and from the My Policy page, click Upload documents. Use Document Type, DFSP supplemental documentation. Or, fax the required documents to the nearest customer service office listed below. If you have any questions about your submission, contact your BWC account representative listed on the My Policy page.

Checklist of required supplemental documentation

- Copy of written DFSP policy if not previously submitted
Invoices for employee education
Sign-in sheets for employee education
Invoices for supervisor training
Sign-in sheets for supervisor training
Invoices for collection/testing
Invoices from consortium (if one was used) and letter on consortium letterhead that states employer is member of a consortium and that employees are in a pool that draws at 5 percent or higher IF consortium is used to meet random drug-testing requirement on the state construction project.
Explanation for any "No" responses in completing the Annual Report

Service office Fax number
Cambridge 877-621-9451
Canton 877-721-9420
Cincinnati 866-570-9421
Cleveland 888-621-3407
Columbus 614-621-9449
Dayton 614-621-3029

Service office Fax number
Lima 888-621-1299
Mansfield 888-621-1448
Portsmouth 877-292-6371
Toledo 877-621-1325
Youngstown 866-292-1020

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Urgent For review Please comment Please reply