

**ADVISORY NO. 118**

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**TOPIC: TWCC-45 - REQUEST FOR BRC COMPLETION**

FO&L receives many incomplete TWCC-45 forms. The major items left blank are:

TWCC Number  
Hearing Location  
Carrier Name  
Signature of Requesting Party

Any item left blank causes delay in processing, because of necessary steps to acquire the missing information. Any local Field Office Customer Service can provide the TWCC Number and location. The carrier's name is best supplied by the adjuster requesting the BRC. Some field offices have denied the TWCC-45, based on the absence of a signature -- even with the printed name.

If you have any questions, call Paul Williams at (512) 477-4405, ext. 258.