

NOTICE AND PROOF OF CLAIM FOR DISABILITY BENEFITS

Use this form if you became disabled while employed or if you became disabled within four (4) weeks after termination of employment OR if you became disabled after having been unemployed for more than four (4) weeks. Please answer all questions in Part A and questions 1 through 3 in Part B. Read all instructions on this form carefully. Health care providers must complete Part B on page 2.

PART A - CLAIMANT'S INFORMATION (Please Print or Type)

1. Last Name: _____ First Name: _____ MI: _____
2. Mailing Address (Street & Apt. #): _____
 City: _____ State: _____ Zip: _____ Country: _____
3. Daytime Phone #: _____ 4. Email Address: _____
5. Social Security #: _____ - _____ - _____ 6. Date of Birth: ____ - ____ - ____ 7. Gender: Male Female
8. My disability is (if injury, also state how, when and where it occurred): _____
9. I became disabled or became ineligible for Unemployment Insurance because of this disability on: ____ / ____ / ____
 I worked on that day: Yes No
 Have you recovered from this disability? Yes No If Yes, what was the date you were able to work: ____ / ____ / ____
 Have you since worked for wages or profit? Yes No If Yes, list dates: _____

10. Give name of last employer. If more than one employer during last eight (8) weeks, name all employers. Average Weekly Wage is based on all wages earned in last eight (8) weeks worked.

LAST EMPLOYER			PERIOD OF EMPLOYMENT		Average Weekly Wage (Include Bonuses, Tips, Commissions, Reasonable Value of Board, Rent, etc.)
Firm or Trade Name	Address	Phone Number	First Day	Last Day Worked	
			Mo. Day Yr.	Mo. Day Yr.	
OTHER EMPLOYER (during last eight (8) weeks)			PERIOD OF EMPLOYMENT		Average Weekly Wage (Include Bonuses, Tips, Commissions, Reasonable Value of Board, Rent, etc.)
Firm or Trade Name	Address	Phone Number	First Day	Last Day Worked	
			Mo. Day Yr.	Mo. Day Yr.	
			Mo. Day Yr.	Mo. Day Yr.	

11. My job is or was: _____ Occupation
 12. Union Member: Yes No If "Yes": _____ Name of Union or Local Number
13. Were you claiming or receiving unemployment prior to this disability? Yes No
 If you did **not** claim or if you claimed but did **not** receive unemployment insurance benefits after LAST DAY WORKED, explain reasons fully: _____
14. For the period of disability covered by this claim:
 A. Are you **receiving** wages, salary or separation pay: Yes No
 B. Are you **receiving or claiming**:
 1. Workers' compensation for work-connected disability: Yes No
 2. Paid Family Leave: Yes No
 3. No-Fault motor vehicle accident (check box): Yes No or personal injury involving third party (check box): Yes No
 4. Long-term disability benefits under the Federal Social Security Act for this disability: Yes No

IF "YES" IS CHECKED IN ANY OF THE ITEMS IN 14, COMPLETE THE FOLLOWING:

- I have: received claimed from: _____ for the period: ____ / ____ / ____ to: ____ / ____ / ____
15. In the year (52 weeks) **before** your disability began, have you received disability benefits for other periods of disability? Yes No
 If "Yes", fill in the following: Paid by: _____ from: ____ / ____ / ____ to: ____ / ____ / ____
16. In the year (52 weeks) **before** your disability began, have you received Paid Family Leave? Yes No
 If "Yes", fill in the following: Paid by: _____ from: ____ / ____ / ____ to: ____ / ____ / ____

I hereby claim Disability Benefits and certify that for the period covered by this claim I was disabled. If my disability began while I was unemployed, I certify that I had been unemployed for more than four (4) weeks. I have read the instructions on page 2 of this form and that the foregoing statements, including any accompanying statements are, to the best of my knowledge, true and complete.

 Claimant's Signature Date
 An individual may sign on behalf of the claimant only if he or she is legally authorized to do so and the claimant is a minor, mentally incompetent or incapacitated. If signed by other than claimant, print information below and complete and submit Form OC-110A, Claimant's Authorization to Disclose Workers' Compensation Records.

 On behalf of Claimant Address Relationship to Claimant

PART B - HEALTH CARE PROVIDER'S STATEMENT (Please Print or Type)

THE HEALTH CARE PROVIDER'S STATEMENT MUST BE FILLED IN COMPLETELY. THE ATTENDING HEALTH CARE PROVIDER SHALL COMPLETE AND RETURN TO THE CLAIMANT WITHIN SEVEN (7) DAYS OF RECEIPT OF THIS FORM. For item 7-d, you must give estimated date. If disability is caused by or arising in connection with pregnancy, enter estimated delivery date in item 9. **INCOMPLETE ANSWERS MAY DELAY PAYMENT OF BENEFITS.**

1. Last Name: _____ First Name: _____ MI: _____
2. Gender: Male Female 3. Date of Birth: ___ / ___ / ___
4. Diagnosis/Analysis: _____ Diagnosis Code: _____
- a. Claimant's symptoms: _____
- b. Objective findings: _____
5. Claimant hospitalized?: Yes No From: ___ / ___ / ___ To: ___ / ___ / ___
6. Operation indicated?: Yes No a. Type _____ b. Date ___ / ___ / ___

7. ENTER DATES FOR THE FOLLOWING	MONTH	DAY	YEAR
a. Date of your first treatment for this disability			
b. Date of your most recent treatment for this disability			
c. Date Claimant was unable to work because of this disability			
d. Date Claimant will again be able to perform work (Even if considerable question exists, estimate date. Avoid use of terms such as unknown or undetermined.)			
e. If pregnancy related, please check box and enter the date <input type="checkbox"/> estimated delivery date OR <input type="checkbox"/> actual delivery date			

8. In your opinion, is this disability the result of injury arising out of and in the course of employment or occupational disease?:
 Yes No If "Yes", has Form C-4 been filed with the Board? Yes No

I certify that I am a:

_____ (Physician, Chiropractor, Dentist, Podiatrist, Psychologist, Nurse-Midwife)	_____ Licensed or Certified in the State of	_____ License Number
_____ Health Care Provider's Printed Name	_____ Health Care Provider's Signature	_____ Date
_____ Health Care Provider's Address		_____ Phone #

CLAIMANT: READ THESE INSTRUCTIONS CAREFULLY

PLEASE NOTE: Do not date and file this form prior to your first date of disability. In order for your claim to be processed, Parts A and B must be completed.

1. If you are using this form because you became disabled **while employed** or you became disabled **within four (4) weeks after termination of employment**, your completed claim should be mailed **within thirty (30) days to your employer or your last employer's insurance carrier**. You may find your employer's disability insurance carrier on the Workers' Compensation Board's website using Employer Coverage Search.

2. If you are using this form because you became **disabled after having been unemployed for more than four (4) weeks**, your completed claim should be mailed to: **Workers' Compensation Board, Disability Benefits Bureau, 328 State Street, Schenectady, NY 12305**. If you answered "Yes" to question 14.B.3, please complete and attach Form DB-450.1.

If you have any questions about claiming disability benefits, you may contact the Board's Disability Benefits Bureau at (800) 353-3092. Additional information may be obtained at the Board's website: www.wcb.ny.gov, or you may write to the Disability Benefits Bureau at the address listed above.

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 U.S.C. § 552a). The Workers' Compensation Board's (Board's) authority to request that claimants provide personal information, including their social security number, is derived from the Board's investigatory authority under Workers' Compensation Law (WCL) § 20, and its administrative authority under WCL § 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate claim records. Providing your social security number to the Board is voluntary. There is no penalty for failure to provide your social security number on this form; it will not result in a denial of your claim or a reduction in benefits. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

HIPAA NOTICE - In order to adjudicate a workers' compensation claim or disability benefits claim, WCL 13-a(4)(a) and 12 NYCRR 325-1.3 require health care providers to regularly file medical reports of treatment with the Board and the insurance carrier or employer. Pursuant to 45 CFR 164.512 these legally required medical reports are exempt from HIPAA's restrictions on disclosure of health information.

Disclosure of Information: The Board will not disclose any information about your case to any unauthorized party without your consent. If you choose to have such information disclosed to an unauthorized party, you must file with the Board an original signed Form OC-110A, Claimant's Authorization to Disclose Workers' Compensation Records, or an original signed, notarized authorization letter. You may telephone your local WCB office to have Form OC-110A sent to you, or you may download it from our website, www.wcb.ny.gov. It can be found under Forms on the 'List of All Common Workers' Compensation Board Forms' web page. Mail the completed authorization form to the address listed above.

An employer or insurer, or any employee, agent, or person acting on behalf of an employer or insurer, who KNOWINGLY MAKES A FALSE STATEMENT OR REPRESENTATION as to a material fact in the course of reporting, investigation of, or adjusting a claim for any benefit or payment under this chapter for the purpose of avoiding provision of such payment or benefit SHALL BE GUILTY OF A CRIME AND SUBJECT TO SUBSTANTIAL FINES AND IMPRISONMENT.

NOTICE AND PROOF OF CLAIM FOR DISABILITY BENEFITS

PART C - EMPLOYER'S STATEMENT

Policy Number: _____

Employee's Full Name: _____ S.S. Number: _____

Employee's Address: _____ Date of Birth: ____ / ____ / ____

Employee's Occupation: _____ Date Employed _____ Full Time Part Time

Is Employee a Union Member? Yes No

Check Days Normally Worked

Mon	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
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Date Employee Last Worked: _____

Date Employee's Wages Ceased: _____

Date Employee Returned To Work: _____

Wages Continued During Disability? _____

Is Reimbursement Requested? _____ From: _____ To: _____

Is Disability Due To Job? _____

If So, Has a Compensation Claim Been Filed? _____

Indicate Weekly Value of Board, Lodging, Tips \$ _____

Employer's Name _____

Employer's Identification No. _____

Percentage of Weekly Disability Premium paid by Employer _____ %

If blank we will assume the Employer pays 100% of the premium.

EARNINGS 8 WEEKS PRIOR TO DISABILITY (Including the week in which the disability began)				
MONTH	DAY	YEAR	NO. DAYS WORKED	AMOUNT
TOTAL				

Is this employee currently covered by Social Security? Yes No If No, state grounds for exemption.

Address _____

Date _____ Telephone No. _____

Signed _____ Title _____



ANDREW M. CUOMO, Governor

IF YOU ARE UNABLE TO WORK BECAUSE OF A NON-OCCUPATIONAL ILLNESS OR INJURY, YOU MAY BE ENTITLED TO DISABILITY BENEFITS

- 1. Your employer is required by law to provide for the payment of disability benefits to his/her employees.
2. Statutory disability benefits are payable for any non-work related injury or illness (including disability due to pregnancy) beginning with the 8th consecutive day of disability. Benefits are payable for up to 26 weeks.
3. TO CLAIM BENEFITS you should file written notice and proof of disability (Claim Form DB-450) with your employer or the insurance carrier named below within 30 days from the first day of your disability, or all or part of your claim may be rejected.
4. You are entitled to be treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice.
5. Disability benefits are to be paid directly to you by the insurance carrier, not through your employer, unless your employer is an approved self-insurer.
6. If your employer or the insurance carrier contends that you are not entitled to the payment of disability benefits, they are required to send you a Notice of Rejection, within 45 days of the filing of your claim, telling you the reasons benefits are not being paid.
7. If your disability is the result of an automobile accident and you have filed a claim for no-fault benefits, you must also file a claim (Form DB-450) for disability benefits.
8. Your employer may not ask you to waive your right to disability benefits nor may your employer deduct more than 60 cents a week (unless the additional contribution is part of an approved plan) from your pay to contribute to the payment of disability benefits insurance premiums.

IF YOU HAVE DIFFICULTY IN OBTAINING A CLAIM FORM OR NEED HELP IN FILLING IT OUT, OR IF YOU HAVE ANY OTHER QUESTIONS OR PROBLEMS ABOUT A NON-WORK RELATED INJURY OR ILLNESS, CONTACT ANY OFFICE OF THE WORKERS' COMPENSATION BOARD.

This information is a simplified presentation of your rights as required by Section 229 of the Disability and Paid Family Leave Benefits Law. Your employer's disability benefits insurance carrier is: Sun Life and Health Insurance Company (U.S.) One Sun Life Executive Park Wellesley Hills, MA 02481 800-247-6875

Prescribed by the Chair, Workers' Compensation Board