



The Most Common NYS Workers' Comp Board Forms Filed by Employers and Injured Workers

Which form to file?

Form to file	When to file	
<p><u>Accident Notification Form</u> The Accident Notification Form should be used only if the injury required no medical treatment beyond first aid, and no lost time from work. All other injuries should be reported with the C-2F.</p>	Within 24 hours	The <i>employer</i> should file within 24 hours of injury notification.
<p><u>C-2F Employer's First Report of Work-related Injury/Illness (for all paid employees, volunteer firefighters and volunteer ambulance workers)</u> The C-2F covers the employer's basic information, the injured worker's personal information, how the injury occurred (per the employer), what body part was injured, and whether or not the injured worker is losing time from work.</p>	Within 24 hours	The <i>employer</i> should file within 24 hours of injury notification.
<p><u>C-11 Employer's Report of Injured Employee's Change in Status or Return to Work</u></p>	When employment status changes	The <i>employer</i> should file when: <ul style="list-style-type: none"> - the injured worker is losing time from work - when work status has changed - when the injured worker returns to work
<p><u>C-240 Employer's Statement of Wage Earnings</u> Employer should list the employee's gross weekly earnings for a 52 week period.</p>	After date of accident	The <i>employer</i> should file immediately preceding the employee's date of accident.
<p><u>C-107 Employer's Request for Reimbursement</u></p>	When seeking reimbursement	The <i>employer</i> should file this form if they are seeking reimbursement from their workers' compensation carrier for lost time wages that they paid to the injured worker during his/her period of disability
<p><u>C-3 Employee's Claim</u> This form is essentially the injured worker's account of how the injury occurred. The C-3, cover the injured worker's personal information, how the injury occurred, whether or not the injured worker plans to seek treatment and whether or not the injured worker is losing any time from work.</p>	Provide to employee only – do not need to file	The <i>injured worker</i> should file one of these forms after the initial injury has been reported to PERMA.
<p><u>VAW-3 and VF-3 Volunteer Worker's Claim for Benefits</u></p>	Provide to volunteer only – do not need to file	The <i>volunteer</i> should file with the Workers' Compensation Board and political subdivision liable for benefits within 2 years of the injury. (if filed within 90 days of injury, it is <i>not necessary</i> to file VAW-1 or VF-1)

