

**Employer's Accident Report**  
 (formerly: Employer's First Report of Accident)  
 Virginia Workers' Compensation Commission  
 1000 DMV Drive Richmond VA 23220  
*See instructions on the reverse of this form*

<b>The boxes to the right are for the use of the insurer</b>	Reason for filing	VWC file number
	Insurer code or PEO Ref. No.	Insurer location
	Insurer claim number	

<b>Employer</b>				
1. Name of employer (trading as or doing business as, if applicable)	2. Federal Tax Identification Number	3. Employer's Case No. (if applicable)		
4. Mailing address	5. Location (if different from mailing address)			
6. Parent corporation /Policy Named Insured (if applicable) or PEO name	7. Nature of business (NAICS code, if applicable)			
8. Name and Address of Insurer or self-insurer for this claim	9. Policy number	10. Effective date		
<b>Time and Place of Accident</b>				
11. City or county where accident occurred	12. Date of injury	13. Hour of injury a.m. p.m.	14. Date of incapacity	15. Hour of incapacity
		13a. Time began work a.m. p.m.		
16. Was employee paid in full for day of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. Was employee paid in full for day incapacity began? <input type="checkbox"/> Yes <input type="checkbox"/> No		
18. Date injury or illness reported	19. Person to whom reported	20. Name of other witness	21. If fatal, give date of death	
<b>Employee</b>				
22. Name of employee (Last, First, Middle)		23. Phone number	24. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
25. Address		26. Date of birth	27. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Divorced	
		28. Social security number	<input type="checkbox"/> Married <input type="checkbox"/> Widowed	
29. Occupation at time of injury or illness (SOC code, if applicable)		30. Is worker covered by PEO policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	31. Number of dependent children	
32. How long in current job?	33. Date of Hire	34. Was employee paid on a piece work or hourly basis? <input type="checkbox"/> Piece work <input type="checkbox"/> Hourly		
35. Hours worked per day	36. Days worked per week	37. Value of perquisites per week Food/meals Lodging Tips Other		
38. Wages per hour \$	39. Earnings per week (inc. overtime) \$	\$	\$	\$ \$
<b>Nature and Cause of Accident</b>				
40. Machine, tool, or object causing injury or illness		41. Specify part of machine, etc.		
42. Describe fully how injury or illness occurred				
43. Describe nature of injury or illness, including parts of body affected			43a. Overnight inpatient hospitalization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			43b. Treated in Emergency Room? <input type="checkbox"/> Yes <input type="checkbox"/> No	
44. Physician (name and address)		45. Hospital or Clinic (name and address)		
46. Probable length of disability	47. Has employee returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes	48. At what wage?	49. On what date?
50. EMPLOYER: prepared by (name, signature, title)		51. Date		52. Phone number
53. INSURER: (name of processor)		54. Date		55. Phone number
56. THIRD PARTY ADMINISTRATOR (if applicable)	57. Address			58. Phone number

## INSTRUCTIONS

### **Employer's Accident Report (formerly Employer's First Report of Accident) VWC Form No. 3**

#### Employer

1. Fill out this form whenever one of your employees is injured. Provide all the information requested, except the information in the top right corner. **Please type or print all information in black ink.** Your signature is required on line 50 of the form.
2. Send the original beige form to your insurance carrier, claims servicing agency, or third party administrator for processing. If you are self-insured, send it to your organization's designated office for handling workers' compensation claims.
3. If you are an employer subject to OSHA record-keeping requirements, you may retain a copy of this completed form as a supplementary record of occupational injury or illness. Use block #3 (Employer's Case No.) to cross-reference your master log of accidents and illnesses.
4. If you need additional copies of this form, please request them from your insurance carrier, claims servicing agency, or third party administrator.

#### Insurance carriers, self-insured employers, Professional Employer Organizations (PEO's), and authorized representatives

1. For accidents meeting one of the seven criteria for establishing a Commission Case File,\* submit the original beige form and one copy to the Virginia Workers' Compensation Commission at 1000 DMV Drive, Richmond VA 23220. The code for the reason for filing should be written at the top right of the form.
2. When processing these forms prior to transmittal to the Commission, please include the information requested at the top right of the form, verify that the carrier name and policy number given by the employer are accurate, and enter your name and phone number, and the date of processing at the bottom of the form.
3. Insurer code at the top right of the form refers to the five-digit code assigned by NCCI. If you are self-insured, it refers to a similar five-digit number assigned by the Virginia Workers' Compensation Commission. A PEO must use the VWCC reference number.
4. Additional copies of this form are available without cost by writing to the Commission. Please note that color coding of the forms greatly increases the Commission's efficiency in processing claims, and that any alternative versions of the form you develop yourself require prior approval by the Commission. Write to "Forms" at the listed Virginia Workers' Compensation Commission address.
5. On Lines 8 and 9, the employer or carrier is to give the name of the responsible carrier as set forth on the policy (line 8) and that carrier's policy number (line 9).
6. This form can be filed electronically. If you would like more information, please go to the Virginia Workers' Compensation Commission's Web site ([www.vwc.state.va.us](http://www.vwc.state.va.us)) or call us at (804) 367-2084.

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\*The criteria are (1) lost time exceeds seven days, (2) medical expenses exceed \$1,000, (3) compensability is denied, (4) issues are disputed, (5) accident resulted in death, (6) permanent disability or disfigurement may be involved, and (7) a specific request is made by the Virginia Workers' Compensation Commission.