

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

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

Employer		
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
Time and Place of Accident		
11. City or county where accident occurred	12. Date of injury	13. Hour of injury a.m. p.m.
		13a. Time began work a.m. p.m.
14. Date of incapacity	15. Hour of incapacity	
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
Employee		
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) \$	\$ \$ \$ \$
Nature and Cause of Accident		
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