



Part of the Department for
Work and Pensions

Industrial Injuries Disablement Benefit

Notes about claiming benefit for an accident at work and making an accident declaration

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What is Industrial Injuries Disablement Benefit?

Industrial Injuries Disablement Benefit is a payment for people who are ill or disabled as a result of an accident, disease or event that happened at work, or in connection with work.

We use accident to mean any incident or series of incidents at work which were not deliberate and which resulted in personal injury.

If you want to claim benefit for a disease, you will need to fill in form **BI100PD** *Industrial Injuries Disablement Benefit for a prescribed industrial disease*. You can get it from your regional disablement benefit office. You can find a list of offices on **pages 11** and **12** of these notes.

Reporting the accident to your employer

If you have an accident at work, tell your employer or someone else in authority at once, even if the accident does not seem serious at the time.

Most employers have an accident book. Record the details of the accident in the book as soon as you can. If there is no accident book, tell your employer about the accident

- by speaking to them, or
- by writing to them.

You must tell them:

- your name and address
- your job
- the cause and nature of your injury, and
- the date, time and place of the accident.

If you cannot report the accident yourself, ask someone else to do it for you.

What is an accident declaration?

When you ask us to look at the details of your accident and we decide it was an industrial accident, we call this an *accident declaration*. If we give you an accident declaration, it may help you in the future. For example, it may help you if you claim benefit because of your accident.

You can apply for an accident declaration at any time.

Am I entitled to Industrial Injuries Disablement Benefit?

You may be entitled to the benefit if you are disabled because of an accident at work.

The accident must have happened because of your work, and it must usually have happened in Great Britain.

We will not pay Industrial Injuries Disablement Benefit if you were self-employed when the accident happened.

The amount you get depends on how seriously you are disabled. We usually need you to go to a medical examination.

The doctor who examines you will tell us about how seriously you are disabled and how long you are expected to be disabled.

You can only get Industrial Injuries Disablement Benefit if you became disabled because of work done for an employer on or after 5 July 1948.

When to claim

If you become disabled because of an accident, claim Industrial Injuries Disablement Benefit straight away. But usually you will not be entitled to benefit for 90 days after the date of the accident. If you delay you may lose some benefit.

Signing the form for someone else

The claim form should only be signed by someone else if

- the person who is making the claim is not mentally able to act on their own behalf, **and**
- someone is willing to act on their behalf in all social security matters, including telling us about any change in their circumstances and collecting money for them.

Someone accepted by the Department to act on a person's behalf is known as the *appointee*.

A person who is physically disabled but mentally able will not normally need someone to act for them.

If someone applies to act on a person's behalf we will

- arrange a visit to
 - the person who is making the claim, and
 - the person who is applying to act on their behalf, **and**
- decide if the person needs someone to act on their behalf, **and**
- explain the responsibilities that the appointee would be taking on.

We will not pay any benefit until this process is complete.

If someone has power of attorney or legal authority to act on behalf of the person making the claim, then the person with power of attorney or legal authority must

- sign the claim form, **and**
- send us a copy of the legal authority with the claim form.

The copy of the legal authority must be certified and signed by a solicitor as a true copy.

About your accident declaration or claim for benefit

Applying for an accident declaration

To apply for a accident declaration, fill in **Parts 1 to 7** only and sign the form at **Part 7**.

This is not a claim for benefit.

If you want to claim benefit for your accident you should do this straight away. You do not have to wait for us to give you an accident declaration.

If we give you an accident declaration and you then claim benefit, any benefit you may be entitled to will only be considered from the date of the new claim.

Claiming Industrial Injuries Disablement Benefit

To claim Industrial Injuries Disablement Benefit you will need to answer **all questions** on the form and sign the form at **Part 12**.

If you have already applied for an accident declaration for this accident, you only need to fill in **Parts 1 to 4** and **Parts 8 to 12**.

Send this form back to us straight away. If you delay, you could lose money.

Any benefit you can get because of this claim can be paid more quickly if you answer all the questions on this form that apply to you and your partner, if you have one.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

If you cannot do this, get in touch with us straight away.

What happens after we get your accident declaration?

A decision maker will look at your application for an accident declaration and decide whether the law says your accident is an industrial accident.

To help the decision maker decide on your application, we may write to the employer that you have told us about in the form.

Decision makers are people who decide

- if the law says your accident is an industrial accident
- if the law says you are entitled to benefit or not
- how much benefit the law says you are entitled to.

We will write and tell you if your accident is an industrial accident and what to do if you disagree with the decision.

What happens after we get your claim for benefit

We will write to you and tell you that we have got your claim.

A decision maker will look at your claim. To help the decision maker decide on your claim, we may need to get more information. We may need to ask people about your claim. For example, we may write to any employer, doctor or hospital that you have told us about in this form.

If the decision maker decides that your accident was an industrial accident, we may ask you to go to a medical examination. We will write and tell you where and when to go for the examination. If you are not fit to travel or you are in hospital, we will ask the doctor to come to you.

Please tell us any date and times that you may not be able to go to a medical examination in the next 6 months. For example, holidays and hospital appointments.

If you can get Industrial Injuries Disablement Benefit, we will write and tell you

- how much money you can get
- more about the benefit.

If you cannot get Industrial Injuries Disablement Benefit, we will write and tell you the reason and what to do if you disagree.

Other money you may be able to get

Reduced Earnings Allowance (REA)

If you cannot do your usual job or other work with similar pay because of a disease caused by work and your illness or disability started before 1 October 1990, you may be able to claim Reduced Earnings Allowance.

Constant Attendance Allowance (CAA)

If you get Industrial Injuries Disablement Benefit at the 100% rate and need daily care and attention, you may be able to get Constant Attendance Allowance. CAA is paid at four different rates. You will be considered for CAA automatically. You do not need to make a separate claim.

Exceptionally Severe Disablement Allowance (ESDA)

If you get one of the two higher rates of CAA and you need permanent and constant care and attention, you may also get Exceptionally Severe Disablement Allowance.

Analogous Industrial Injuries Scheme (AIIS)

If you are a trainee and you have an accident or get a disease during a work-based training programme you cannot get Industrial Injuries Disablement Benefit. But, you may be able to get help under the Analogous Industrial Injuries Scheme. For more information contact:

Analogous Industrial Injuries Scheme
Bridge House
28, Wheldon Road
Castleford
WF10 2JG.
Phone: **01977 464094**.

Other money you may be able to get – continued

Additional payment for people if their employer has gone out of business

People who suffer from some industrial diseases caused by specific dusts can get help under the Pneumoconiosis etc (Workers' Compensation) Act 1979. You can make a claim if you cannot get damages from the employers who caused or contributed to the disease.

The diseases you can claim for are

- diffuse mesothelioma
- pneumoconiosis (including asbestosis, silicosis and kaolinosis)
- diffuse pleural thickening
- primary carcinoma of the lung if accompanied by asbestosis or diffuse pleural thickening
- byssinosis

If a person has

- suffered from one of these diseases, **and**
- has died,

their dependants can make a claim.

If you think you may be entitled to a payment, contact the Pneumoconiosis Workers' Compensation section at

Phoenix House
Stephen Street
Barrow in Furness
Cumbria
LA14 1ZA
Freephone **0800 279 2322**

Do not wait for a decision on your claim under the Industrial Injuries Disablement Benefit scheme before you make a claim for this additional payment. If you delay, you could lose money.

What if the accident was caused by work before 5 July 1948?

If your accident was caused by work before 5 July 1948, contact
Pneumoconiosis and Workmen's Compensation
Section
Phoenix House
Stephen Street
Barrow-in-Furness
Cumbria
LA14 1BY
Phone **01229 842841**

What if you live outside the UK?

If you live outside the UK please contact the International Pension Centre for advice at
International Pension Centre 3
Industrial Injuries
Room TB014
Tyneview Park
Newcastle upon Tyne
NE98 1BA
Phone **0191 21 87650**

Where to get help and advice about industrial accidents

If you want general information about Industrial Injuries Disablement Benefit contact your regional disablement benefit office. You can find a list of offices on **pages 11** and **12** of these notes.

You can also contact an advice centre like the Citizens Advice Bureau.

Alternatively you can ring the Benefit Enquiry Line for people with disabilities. The number is **0800 88 22 00**.

If you have problems with hearing or speaking and use a textphone, you can ring **0800 24 33 55**. If you do not have your own textphone system, you may be able to find one in your local library or Citizens Advice Bureau.

If you live in England or Wales you can get free, independent and confidential advice about Industrial Injuries Disablement Benefit and other benefits. Call Community Legal Services Direct on **0845 345 4 345**. You can visit their website at **www.clsdirect.org.uk**

For more information about benefits and services visit our website at **www.dwp.gov.uk**

Help with filling in the form

If you want help filling in the claim form or any part of it, phone **0800 88 22 00**. The person you speak to will arrange for someone to phone you back. The person who calls you back is specially trained to help you fill in these forms. They will have a copy of the claim form and they will go through it with you over the phone. Or they can fill in a claim form for you.

If they fill in the claim form for you, they will send it to you. You can then check, sign and send it back to your regional disablement benefit office. They can send you a completed claim form in braille or large print.

Addresses of the regional disablement benefit offices

We deal with Industrial Injuries Disablement at 8 regional offices. If you have any questions about the benefit, please contact the office nearest to where you live.

Region	Office name, location	Phone number
East Midlands and West Midlands	Sutton in Ashfield Social Security Office 70/78 High Pavement Sutton in Ashfield Notts, NG17 4FY	01623 413400
North East	Hartlepool Jobcentre Plus Ward Jackson House Wesley Square Hartlepool TS24 8EZ	0845 600 1651
North West and East of England	Barrow Social Security Office Phoenix House Stephen Street Barrow-in-Furness Cumbria LA14 1BY	0845 603 1358
Scotland	Ayr Social Security Office Wallacetoun House John Street Ayr KA8 0BX	01292 666000
South East and London	Broadstairs Social Security Office 2-4 St Peters Park Road Broadstairs Kent CT10 2BP	01843 873000

Continued on next page ►

Addresses of the regional disablement benefit offices – continued

Region	Office name, location	Phone number
South West	Yeovil Jobcentre Plus Federated House 29 - 31Hendford Yeovil BA20 1UU	01823 349100
Wales	Merthyr Tydfil Jobcentre Plus Ty Bethesda Avenue De Clichy Merthyr Tydfil CF11 8ZH	01685 306500
Yorkshire and The Humber	Castleford Social Security Office Bridge House 28 Wheldon Road Castleford WF10 2JG	01977 464111

Industrial Injuries Disablement Benefit for an accident at work

jobcentreplus

Part of the Department
for Work and Pensions

**This form is for declaring an industrial accident and
claiming Industrial Injuries Disablement Benefit for
an accident at work**

- **Before you fill in this form, please read the notes that came in this claim pack.**
- **Please answer all the questions that apply to you and your partner.**

If you need help to fill in any part of this form, phone your regional disablement benefit office. You can find their number in the **BI100A Notes** which we sent with this form.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us, but we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may obtain information from others to check the information you provide and to improve our services, and may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, ask for leaflet **GL33** *DWP and Your Personal Information* at any of our offices, or visit our website

www.dwp.gov.uk/privacy.asp

Part 1 About you

Everyone must fill in this part

Please tell us about yourself

Surname or family name

Mr/Mrs/Miss/Ms/Dr/Rev

All other names – in full

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

Address

Postcode

Home phone number

Code Number

Daytime phone number, if different

Code Number

Mobile phone number

Number

Date of birth

/ /

National Insurance (NI) number

You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips.

Letters Numbers Letter
[][] [][][][] [][]

If you do not know your NI number, have you ever had one or used one at any time?

No
Yes

Please tell us about any other personal details you think we should know about in **Part 11 Other information**. For example, other names or any other addresses you have lived at in the last 3 years.

Part 2 Filling in the form and signing it for someone else

Please read page 4 of BI100A Notes.

Only complete this section if you have filled in the form for the customer because they are **unable** to do so.

Please tell us why the customer cannot fill in the form.

Tick the boxes that apply.

The customer cannot sign the form because their illness or disability makes it impossible to do so.

The Department for Work and Pensions has appointed me to get the customer's benefits and deal with social security matters on the customer's behalf.

The customer is unable to manage their affairs because of mental illness or mental disability

Any other reason – please explain

Please tell us about yourself

Your surname or family name

All your other names – in full

What is your relationship to the customer?

Your address

Your home phone number

Your daytime phone number, if different

Mobile phone number

National Insurance (NI) number

You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips.

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 4 About the accident

Everyone must fill in this part

Please tell us about the accident. Give as much information as you can.

Where did the accident happen?

Please tell us the exact place where it happened.

When did the accident happen?

Date

Time

Have you reported the accident to your employer?

No Please tell them about the accident now.

Yes Please tell us the name of the person you reported the accident to.

Did anyone else see the accident?

No

Yes Please tell us about them.

Witness 1

Witness 2

Their names

Their addresses

Postcode

Postcode

Have you ever claimed Industrial Injuries Disablement Benefit for this accident?

No

Yes Please tell us when Go to **Part 8** if you want to claim benefit

Have you applied for an accident declaration for this accident before?

When you ask us to look at the details of your accident and we decide it was an industrial accident, we call it an *accident declaration*.

No Go to **Part 5**.

Yes Please tell us when Go to **Part 8** if you want to claim benefit

Part 5 **Details of the accident**

**Fill in to declare an industrial accident if you have not already done so.
If you have already filled in an accident declaration for this accident, go to **Part 8**.**

What were you doing when the accident happened?

What was the accident and how did it happen?

Please give as much information as you can.

Please describe the injuries caused by the accident.

Please give as much detail as you can. For example, if you injured an arm, tell us if it was your left or right arm.

In what way has the accident affected you?

Part 6 About earlier claims for Industrial Injuries Disablement Benefit

Have you ever claimed Industrial Injuries Disablement Benefit for any other industrial accident or for an industrial disease?

No Go to Part 7.

Yes Please tell about these claims below.

Did you claim for an industrial disease?

No

Yes What is the name of the disease?

Did you claim for an industrial accident?

No

Yes What was the date of the accident?

/ /

No

Yes What is the name of the disease?

No

Yes What was the date of the accident?

/ /

Part 6 About earlier claims for Industrial Injuries Disablement Benefit – continued

When did you claim?

If you are not sure, give an approximate date.

/ /

/ /

If you were living at a different address when you claimed, **please tell us the address.**

Tell us even if you lived abroad.

If you need to tell us about more than 1 address, or more than 2 claims, tell us about them in **Part 11 Other information.**

Postcode

Postcode

Part 7 Accident declaration

Your application for a declaration

- **I apply** for a declaration that this accident was an industrial accident.
- **I understand** that this application **is not** a claim for benefit.

Signature

--

Date

/ /

What to do now

Please make sure that you have answered all the questions in **Parts 1 to 7** of this form.

To claim benefit for this accident please also fill in Parts 8 to 12.

Send this form to your regional disablement benefit office as soon as you can. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

Part 9 About other benefits and entitlements

Are you, or your partner if you have one, getting any of the benefits, allowances or pensions listed below?

Tick **Yes** if you or your partner have claimed one of these and are waiting to hear about it.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

No

Yes Please tick the boxes that apply to you or your partner.

Income Support

Income-based Jobseekers Allowance

Pension Credit

Any other state benefit, allowance or pension

Are you getting or are you claiming

War Disablement Pension?

Nature of the injury or disease

Percentage disablement

 %

Armed Forces Compensation Scheme?

Nature of the injury or disease

Tariff of disablement

If you have ticked any boxes above, please tell us about the benefits, allowances or pensions below.

You

Your partner

Name of benefit, allowance or pension

Reference number, if applicable

Date of claim or application

 / /

 / /

Address of the office dealing with your claim or application

 Postcode

 Postcode

Continue on the next page.

Part 9 About other benefits and entitlements – continued

	You	Your partner
Name of benefit, allowance or pension	<input type="text"/>	<input type="text"/>
Reference number, if applicable	<input type="text"/>	<input type="text"/>
Date of claim or application	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Address of the office dealing with your claim or application	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode

If you have told us about a benefit, allowance or pension which your partner is getting, tell us about your partner.

Their surname or family name

Their other names

Their National Insurance (NI) number, if you know it.

Letters Numbers Letter

Date of birth

We normally pay Industrial Injuries Disablement Benefit directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

A – Payment direct into an account

How you will be paid

Your benefit will be paid into the account every 4 weeks, every 13 weeks or every week.

Finding out how much is paid into the account

We will tell you when the first payment will be made and how much it is for. Each payment, after the first one, should be for the same amount unless there is a change in your circumstances. We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. Your statements will usually show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with the office that pays you.

Getting someone to collect your benefit

You may be able to get someone else to collect your benefit for you regularly if you wish. For help with this please contact your bank, building society or other account provider such as the Post Office® or a Credit Union.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

Sometimes we may pay too much money into your account and you may be overpaid

If this is because of the way the system works for payments directly into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover any money.

What to do now

To tell us about the account you want to use for your Industrial Injuries Disablement Benefit, **go to Part B**

or

if you do not already have a suitable account, **go to Part D.**

B – About the account you want to use

Tick this box if you agree to be paid directly into an account and understand the information in Part A about being overpaid.

Please give your account details below. You must fill in ALL the boxes including the building society roll or reference number if you have one.

You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank, building society, or other account provider.

Whose name or names is the account in?

Please note:

- A Post Office® card account can only be in your name.
- We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

Please tick one box

- In your name
- In the name of your partner
- In both the names of you and your partner
- In the name of the person acting on your behalf
- In both the names of you and the person acting on your behalf

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank, building society or other account provider

Sort Code – of the bank, building society or other account provider

Please tell us all six numbers, for example: 12-34-56.

 – –

Account number

This is seven to ten numbers long.

More information if it is a building society account

Building Society roll or reference number

Some building societies accounts use a roll or reference number. The number is on the passbook. The roll or reference can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

You may be getting other benefits and entitlements that are not paid directly into an account. To have them paid into this account, please tell us the names of the benefits or entitlements.

Part 10 Making payments to you – continued

C – How often can I be paid

Having your payment into an account will not affect how often you are paid.

How often do you want your benefit to be paid?

Every 4 weeks

Every 13 weeks

Every week

If you want more information, get in touch with your regional disablement benefit office. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

D – If you did not complete section B

Please read the notes below then tick **Box 1** or **Box 2**.

If you have an account but you do not wish to use it, for example a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from the Post Office®, if this is important to you.

- **Basic bank account**

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society about opening a basic bank account. These are available from all major banks and offer free banking with no overdraft facility. You can use these accounts to pay money in, pay bills automatically and get cash out. Many basic bank accounts also allow you to get cash from post offices.

- **Other accounts**

Alternatively, you can be paid into some Credit Union accounts or a Post Office® card account. These accounts may have restrictions on the services provided.

What to do now

Tick the box that applies to you.

Box 1

I intend to open an account.

Any bank, building society or other account provider will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this. **If you want us to pay into an account, tell us your account details as soon as you have them.**

Box 2

I would like information about how I can be paid by other means.

We will contact you about your payment. If, in the meantime, you want more information about opening an account, please contact us.

**Complete the claim form and send it to us now.
Do not wait until you have opened an account.**

Part 11 Other information

Use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

Please give us the address of your local post office.

Postcode

Part 12 Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that
 - the Department for Work and Pensions
 - any doctor advising the Department
 - any organisation with which the Department has a contract for the provision of medical services
 may ask any of the people or organisations mentioned on this form for any information which is needed to deal with
 - this claim for benefit
 - any request for this claim to be looked at again
 and that the information may be given to that doctor or organisation or to the Department.
- **I also understand** that the Department may use the information which it has now or may get in the future to decide whether I am entitled to
 - the benefit I am claiming
 - any other benefit or entitlement I have claimed
 - any other benefit or entitlement I may claim in the future.

This is my claim for Industrial Injuries Disablement Benefit.

Signature

Date

Part 13 What to do now

Check that you have

- answered all the questions that apply to you
- signed this form
- included your medical report, if you already have one.

Do not get a new medical report especially for this claim.

Remember

Send this claim form to your regional disablement benefit office as soon as possible. If you delay, you could lose money. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

Part 14 What happens next

- Benefit you can get because of this claim may be paid more quickly if you answer all the questions on this form that apply to you and your partner, if you have one. If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.
- We will write to you and tell you that we have got your claim.
- A decision maker will look at your claim.
Decision makers are people who decide if the law says you are entitled to benefit or not. They also decide how much benefit the law says you are entitled to.
- To help the decision maker decide on your claim, we may need to get more information. We may need to ask people about your claim. For example, we may write to any employer, doctor or hospital that you have told us about in this form.
- If the decision maker decides that your accident was an industrial accident, we may ask you to go to a medical examination. We will write and tell you where and when to go for the examination. If you are not fit to travel or you are in hospital, we will ask the doctor to come to you.
- If you can get Industrial Injuries Disablement Benefit, we will write and tell you
 - how much money you can get
 - more about the benefit.
- If you cannot get Industrial Injuries Disablement Benefit, we will write and tell you the reason and what to do if you disagree.