

## **INSTRUCTIONS FOR COMPLETION OF THE FLORIDA WAGE STATEMENT**

As your Workers' Compensation Insurer, we are writing to ask that you complete a Florida Wage Statement for the Injured Worker shown above. This wage information is required to continue processing the claim. Be sure to answer all questions and enter payroll information with the correct, corresponding gross wages per week.

- a. Do not include the week of injury. Start with the week immediately prior to, and work back until you have completed 13 full weeks of wages.
- b. If your employee did not work at least 75% (10 weeks) of the 13 week period, please use wages from a similar employee (someone of the same job and hourly pay rate).
- c. If your employee had any weeks without pay, please list them as \$0.

Once completed, e-mail the form to [claims@nlf-info.com](mailto:claims@nlf-info.com). Begin the subject of the e-mail with the claim number.

If you have any questions, we encourage you to contact us. Thank you in advance for your anticipated cooperation.

# WAGE STATEMENT

## FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

RECEIVED BY CLAIMS-HANDLING ENTITY

**NOTICE TO EMPLOYEE:** If you have any questions about the information contained on this form, please contact your employer or claim-handling entity. If further assistance is needed, contact the Division's Employee Assistance Office at 1-800-342-1741.

**PLEASE PRINT OR TYPE**

EMPLOYEE NAME (First, Middle, Last) \_\_\_\_\_ DATE OF ACCIDENT (Month-Day-Year) \_\_\_\_\_

EMPLOYER NAME & ADDRESS		CONCURRENT EMPLOYER NAME & ADDRESS (If applicable)		ARE THE WAGES LISTED BELOW FOR A SIMILAR EMPLOYEE?  _____ YES _____ NO
				SIMILAR EMPLOYEE'S NAME
TELEPHONE		TELEPHONE		OCCUPATION OF SIMILAR EMPLOYEE
EMPLOYEE'S CUSTOMARY WORK WEEK  (ex. Saturday thru Friday - Use 7 calendar day period)	EMPLOYEE'S CUSTOMARY DAYS WORKED/WEEK  (ex. 5 days / week)	EMPLOYEE'S CUSTOMARY HOURS WORKED/WEEK  (ex. 40 hours / week)	EMPLOYER'S CUSTOMARY WORK WEEK  (ex. Saturday thru Friday - Use 7 calendar day period)	

**NOTICE TO EMPLOYER:** Please read all instructions on the back of this form carefully. Complete the form as fully as possible and submit it to your claims-handling entity within 14 days after knowledge of any accident that has caused your employee to be disabled for more than 7 calendar days. If you discontinue providing any fringe benefits, you must file a corrected Wage Statement with your claims-handling entity within 7 days of such termination, reflecting the type and amount of fringe benefits that were paid, and the last date they were provided.

Please list wages earned for the 13 calendar weeks (Sunday through Saturday) immediately preceding the accident. Do Not Report Any Wages Earned During The Week of the Accident – Use The 13 Calendar Weeks Immediately Preceding The Accident						GRATUITIES AS REPORTED TO THE	FRINGE BENEFITS (employee rec'd) <b>EMPLOYER COST ONLY</b>	
WEEK NO.	WEEK		# OF DAYS WORKED THAT WEEK	# HOURS WORKED THAT WEEK	GROSS PAY	EMPLOYER IN WRITING AS TAXABLE INCOME	HEALTH INSURANCE	RENT/ HOUSING
	FROM	TO						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
**								
<b>RETURN THIS FORM TO:</b> (Claims-handling entity Name, Address & Telephone #)						TOTAL	WILL EMPLOYER CONTINUE TO PROVIDE ABOVE BENEFITS?  _____ YES _____ NO	
						TOTAL FRINGE BENEFITS		\$
						TOTAL OF GROSS PAY, GRATUITIES AND FRINGES		\$
<b>(FOR CLAIMS-HANDLING ENTITY USE ONLY)</b>						<b>AWW</b>	<b>COMP RATE</b>	

Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S.

PREPARER'S NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ DATE \_\_\_\_\_

## WAGE STATEMENT REPORTING INSTRUCTIONS

**General:** Florida law requires disabled employees to be compensated at a certain percentage of their average weekly wage. If the injured employee worked during “substantially the whole of 13 calendar weeks” immediately preceding the accident, the employee’s average weekly wage is one-thirteenth of the total amount of wages earned during the 13 calendar weeks. The term “substantially the whole of 13 calendar weeks” means not less than 75% of the total customary full-time hours of employment during that period.

**NOTICE TO EMPLOYER:** Please read all instructions on this form carefully. Complete the form as fully as possible and submit it to your claims-handling entity within 14 days after your knowledge of any accident that has caused your employee to be disabled for more than 7 calendar days. If you discontinue providing any fringe benefits, you must file a corrected Form DWC-1a (Wage Statement) with your claims-handling entity within 7 days of such termination, reflecting the type and amount of fringe benefits that were paid, and the last date they were provided.

- **DO NOT combine wages of two or more employees.**
- **Calendar Week:** means a seven-day period of time, which starts on Sunday and continues through Saturday.

**Week of Accident** – **DO NOT** report any wages earned during the week of the accident. Use the 13 calendar weeks immediately preceding the week of the accident and start with the most recent full calendar week before the week of the accident. For example, if the accident occurred on a Wednesday, then week No. 1 should begin the preceding Sunday and end the preceding Saturday.

**Reporting Gross Pay:** Complete **all** columns as applicable. Report the actual **gross** earnings of the injured employee for the consecutive 13 calendar week period immediately preceding the accident. The 13 calendar week period includes Saturdays, Sundays, holidays, and other non-working days. Remember to include all overtime and any bonuses paid during the 13 calendar week period. If the injured employee was not employed for you for approximately 68 days during that period, enter the wages of a similar employee in the same employment who was employed for approximately 68 days of the 13 calendar week period. **DO NOT** combine wages for two or more employees to yield wages for the 13 calendar weeks. The spaces immediately following week #13 are to be used for reporting the wages earned in a partial week when requested.

**Reporting Gratuities & Fringe Benefits:** Gratuities reported should include only those gratuities reported to the employer in writing as taxable income received in the course of employment from others than the employer. The reportable value of a fringe benefit is the actual cost to the employer for the benefit furnished. The only fringe benefits that can be included for dates of accident occurring on or after 07/01/1990 are employer contributions for health insurance for the employee or the employee’s dependents, and the reasonable value of housing furnished to the employee by the employer which is intended as the permanent year-round housing of the employee.

**If you have questions or need assistance in the completion of this required form, please contact the claims-handling entity listed on the front of this form.**