

Industrial Injuries Disablement Benefit

Notes about claiming benefit for an accident at work or whilst on an approved employment training scheme or course

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What is Industrial Injuries Disablement Benefit?

Industrial Injuries Disablement Benefit is a payment for people who are disabled as a result of an accident or disease that happened at work, in connection with work, or whilst on an approved employment training scheme or course.

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 Barnsley Industrial Injuries Disablement Benefit office. You can find the office mailing address and contact telephone number on **page 11** of these notes.

Reporting the accident to your employer or trainer

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

Most employers and trainers 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 or trainer about the accident by:

- speaking to them, or
- writing to them.

You must tell them:

- your name and address
- your job or training course
- 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.

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 or whilst on an approved employment training scheme or course.

The accident must have happened because of your work or training, and it must usually have happened in the UK.

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.

Effects on other benefits

You can still get Industrial Injuries Disablement Benefit if you're claiming:

- Contribution-based Employment and Support Allowance
- Incapacity Benefit
- Contribution-based Jobseeker's Allowance
- State Pension.

IIDB will affect the following benefits if you or your partner are claiming them:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Working Tax Credit
- Universal Credit
- Council Tax Reduction.

Contact your local council for more information.

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 claim for benefit

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 11**.

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 live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

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

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.

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.

To help the decision maker decide on your claim, we may need 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 the claim 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 may 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 six months. For example, holidays and hospital appointments. Please give us full details in **Part 8** of the claim form.

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 an accident caused by work and your 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). CAA will automatically be considered at the time of your medical examination.

If you do not have any attendance needs at the time of your Industrial Injuries Disablement Benefit award, but your condition worsens and constant attendance is required at a later date, you will need to make a claim for CAA using form **BI107**. You can get the form from Barnsley Industrial Injuries Disablement Benefit centre. Contact details are on **page 11** of this booklet.

Remember – you can only claim CAA if you are already receiving IIDB at the 100% rate.

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 will automatically be considered for entitlement to Exceptionally Severe Disablement Allowance.

What if you live outside the UK, or the accident occurred outside the UK?

Usually the accident has to have occurred in the UK.
But there are some exceptions to this rule.

If you live outside the UK, or the accident occurred outside the UK, please contact the International Pension Centre for advice at:

International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW

Phone **0191 21 87650**

Where to get help and advice about industrial accidents

If you want general information about Industrial Injuries Disablement Benefit contact Barnsley Industrial Injuries Disablement Benefit office. The office mailing address and contact telephone number are on **page 11** of these notes.

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

If you have speech or hearing difficulties you can contact us using a textphone on **0845 608 8551**. 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 Civil Legal Advice on **0845 345 4345**.

For more information about benefits and services visit **www.gov.uk/browse/benefits**

Help with filling in the form

If you want help filling in the claim form or any part of it, phone Barnsley Industrial Injuries Disablement Benefit office. The office mailing address and contact telephone number are on the next page. 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 them. If you need a form in braille or large print, tell them and they will arrange this.

Contact details for Barnsley Industrial Injuries Disablement Benefit Centre

Please find mailing address and contact telephone number for Barnsley Industrial Injuries Disablement Benefit Centre below.

Office name	Phone number
Barnsley IIDB Centre Mail Handling Site A Wolverhampton WV98 1SY	0345 758 5433

You can use the 0845 code to call our 0345 numbers. Check with your phone company which code is cheaper for you.

Industrial Injuries Disablement Benefit for an accident at work or whilst on an approved employment training scheme or course

This form is for claiming Industrial Injuries Disablement Benefit for an accident at work or whilst on an approved employment training scheme or course

You cannot use this form to make an accident declaration.

The provision to make an accident declaration was abolished from 5 December 2012.

Please read the notes before you fill in this form.

Please answer all the questions that apply to you and your partner. Please fill in this form with BLACK INK and in CAPITALS.

If you need help to fill in any part of this form, phone Barnsley industrial injuries disablement benefit office. You can find Barnsley's mailing address and contact telephone number in the **BI100A Notes** which we sent with this form.

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at www.dwp.gov.uk/privacy-policy or contact any of our offices.

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

Any other surnames 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

Mobile phone number

Daytime phone number, if different

Code 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 10 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 are filling in the form for the claimant because they are **unable** to do so.

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

Tick the boxes that apply.

The claimant 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 claimant's benefits and deal with social security matters on the claimant's behalf.

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

Any other reason – please explain

Please tell us about yourself

Surname or family name

All other names – in full

What is your relationship to the claimant?

Address

Home phone number

Mobile phone number

Daytime phone number, if different

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"/>				
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Part 3: About your work or your approved employment training scheme or course

Please tell us about your job or training scheme at the time of the accident

Name and address of your employer or training provider at the time of the accident

Postcode

Were you employed by an agency?

No

Yes

If you were employed by an agency please provide their name and address

Postcode

Employer's or training provider's phone number, if you know it

Code	Number
------	--------

Employer's or training provider's email address

--

Workplace

--

Your job title, or what type of training course you were on

--

When did you work there?

If you are not sure of the dates, give an approximate date.

From	To
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

If you were on an approved employment training scheme or course, who arranged the work placement?

For example, Jobcentre Plus or another organisation

--

Part 5: Details of the accident continued

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 us 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?

Claim 2

No

Yes What is the name of the disease?

No

Yes What was the date of the accident?

When did you claim?

If you are not sure, give an approximate date.

Claim 1

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 one address, or more than two claims, tell us about them in **Part 10 Other information.**

Postcode

Claim 2

Postcode

Part 7: About medical details

Please tell us the name and address of your GP

If you have a medical report about your condition, for example, a report from a specialist you have already seen, **please send a copy with this form.**

Postcode

Phone number of your GP, if you know it

Code	Number
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Part 7: About medical details continued

We may ask you to go to a medical examination with a doctor or specialist.

If you have any problems with going to a medical examination, please tell us about them.

Tell us if you can travel by taxi or if a relative can give you a lift. If you need a doctor to visit your home, please give full details of why this is necessary.

Also tell us any date and times that you may not be able to go to a medical examination in the next 6 months.

Have you attended a hospital or clinic, because of the accident?

No Go to **Part 8**.

Yes Please tell us about the hospital or clinic you have been to because of the accident. If you need to tell us about more than one hospital or clinic, use the space in **Part 10 Other information**.

Name and address of hospital or clinic

Postcode

Department or ward

--

Reference number or admission number

--

Name of specialist, if you know it

--

● **Remember**, if you need help filling in this form, or any part of it, phone 0345 758 5433.

Part 7: About medical details continued

Dates of treatment

From

To

From

To

From

To

Did you have an x-ray?

No

Yes

Consent

The Department for Work and Pensions may want to get information about your health condition or disability and how it affects you when we deal with:

- your claim for any benefits under the Industrial Injuries Scheme
- any request to reconsider or appeal a decision about your claim.

We may want to contact your GP, or other people or organisations to get this information.

You don't have to agree to us contacting these people or organisations. If you don't agree to this we may not have all the information we need when we make a decision about your claim.

If you agree to us contacting these people or organisations you can change your mind at anytime. If you change your mind please contact the Industrial Injuries Disablement Benefit office which deals with your claim.

Do you agree that:

- the Department for Work and Pensions, or someone working on our behalf, may ask your GP or other people or organisations for this information.
- your GP or other people or organisations, can give the Department for Work and Pensions, or someone working on our behalf this information.

No

Yes

Part 8: 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 live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

No

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

	You	Your partner
Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Any other state benefit, allowance or pension	<input type="checkbox"/>	<input type="checkbox"/>

Are you getting or are you claiming

War Disablement Pension?	<input type="checkbox"/> Nature of the injury or disease	<input type="text"/>	Percentage disablement	<input type="text"/>	%
Armed Forces Compensation Scheme?	<input type="checkbox"/> Nature of the injury or disease	<input type="text"/>	Tariff of disablement	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>
Reference number, if applicable	<input type="text"/>	<input type="text"/>
Date of claim or application	<input type="text"/>	<input type="text"/>
Address of the office dealing with your claim or application	<input type="text"/>	<input type="text"/>
	Postcode	Postcode

Continue on the next page.

Part 9: How we pay you

We can pay your Industrial Injuries Disablement Benefit

- every week in advance
- every 4 weeks in arrears, or
- every 13 weeks in arrears.

Please tell us how often you want us to pay your benefit

Every week

Every 4 weeks

Every 13 weeks

If you want more information, get in touch with Barnsley Industrial Injuries Disablement Benefit office. You can find the office mailing address and contact telephone number in the **BI100A Notes** which we sent you with this form.

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for.
We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to.
This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

Part 9: How we pay you continued

About the account you want to use

- You can use an account in your name, or a joint account.
- You can use someone else's account if
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a credit union account. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

<input type="text"/>					
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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

<input type="text"/>									
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Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

<input type="text"/>																	
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You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Part 10: Other information

Please 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 that you

- put your full name and National Insurance number on each sheet of paper, **and**
- sign and date each sheet that you use.

Part 11: Declaration

To make sure you get the benefit you are entitled to, it is important that the information you provide is correct and complete. You will be asked to sign this form to declare the answers you have given are correct.

- **I declare** I understand Industrial Injuries Disablement Benefit Notes, and that the information provided on this claim form is correct and complete.
- **I understand** that I must report all changes in my circumstances which may affect my entitlement promptly and by failing to do so I may be liable to prosecution or face a financial penalty.

- **I will** phone or write to the office that pays my benefit to report a change of circumstances.
- **I understand** if I give false or incomplete information or fail to report changes in my circumstances promptly my Industrial Injuries Disablement Benefit may be stopped or reduced and any overpayment of Industrial Injuries Disablement Benefit may be recovered. In addition I may be prosecuted or face a financial penalty.

This is my claim for Industrial Injuries Disablement Benefit.

Signature

Date

Part 12: 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 Barnsley Industrial Injuries disablement benefit office as soon as possible. If you delay, you could lose money. You can find the office mailing address and contact telephone number in the **BI100A Notes** which we sent you with this form.

Part 13: 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
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