

Return this form to:

## Employer's Confirmation Form (OCF-2)

Use this form for accidents that occur on or after November 1, 1996.

Claim Number:

Policy Number:

Date of Accident:  
(YYYYMMDD)

If your insurance company asks you to complete this form, fill in parts 1 through 3 and give the form to your employer or former employer(s) to complete the rest. Please have each employer you listed on your **Application for Accident Benefits** form fill out a separate form. Extra forms are available from your insurance company. Your employer(s) will return the form(s) directly to the insurance company. **Please print clearly.**

### Part 1 Applicant Information

Last Name				First Name and Initial				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address									
City				Province				Postal Code	
Birth Date	year	month	day	Home Telephone	Area Code		Work Telephone	Area Code	
Name of Insurance Company									
Address									
City						Province	Postal Code		
Name of Policyholder							Policy Number		

### Part 2 Authorization

I authorize my employer to disclose to my insurance company or its authorized representative, any relevant information about my employment, including copies of relevant documents directly relating to my application for income replacement benefits and details of any collateral sources of income or benefits.

Name of Applicant or Substitute Decision Maker (please print)	Signature of Applicant or Substitute Decision Maker	Date (YYYYMMDD)
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### Part 3 What Salary Information is Needed

#### Employed

To my employer or former employer:  
I was involved in an automobile accident on:

year	month	day
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To process my application, my insurance company needs information about my salary for the following period before the date of the accident. (If you check ☒ both, the insurance company will determine which period provides the highest benefit.)

4 weeks ☐  
52 weeks ☐

#### Self-Employed

If you are or were self-employed at any time during the four weeks before the accident, please consider yourself the employer for the purpose of completing this form.

I was self-employed four weeks before the accident and I designate the following time period to be used to calculate my income (check one ☒ and proceed to part 4).

<input type="checkbox"/> 52 weeks	From	year	month	day
<input type="checkbox"/> Last complete fiscal year		year	month	day
To				

**The rest of this form must be completed by your employer or former employer.**

### Part 4 Applicant's Income

What was the applicant's actual gross income for the period before the accident date checked ☒ above?  
If the employee worked only part of the period, list the gross income received from you during the period.

	Gross Weekly Income Last 4 Weeks Before Accident				Gross Income for Last 52 Weeks Before Accident		Self-Employed: Gross Income
	Week 1	Week 2	Week 3	Week 4	No. of Weeks Worked	Gross Income	
Salary							
Tips, Commissions							
Other Monetary Compensation							
Total							

**Part 4**  
**Applicant's**  
**Income**  
**(cont'd)**

☐ additional  
sheets  
attached

Was the applicant absent from work for any time during the period checked ( ☒ ) in Part 3?

☐ Yes (Give details below) ☐ No

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Are there any other types of compensation available from the employer?

☐ Yes (Give details below) ☐ No

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**Part 5**  
**Other**  
**Benefits**

To your knowledge, is the applicant eligible to receive the following benefits?

Income Continuation Benefit (short-term or long-term disability plan)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Insurance Company	Policy No.
Supplementary Medical, Rehabilitation or Attendant Care Benefits	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Insurance Company	Policy No.
Sick Leave	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Did applicant use sick credits following the auto accident?	No <input type="checkbox"/> Yes <input type="checkbox"/>

Is the applicant a member of a union?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does or did the applicant contribute to the Canada Pension Plan or a similar plan?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Was a claim filed with the Workplace Safety and Insurance Board as a result of this accident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**Part 6**  
**Employment**  
**Details**

☐ additional  
sheets  
attached

Date of Employment	year	month	day	year	month	day	Latest Job Title
From:				To:			
Last Date Worked:	year	month	day	Date of Return to Work (if applicable)	year	month	day
Brief Job Description							
Essential Tasks of Job (Attach physical demand analysis if available):							

Type of Employment    Full-Time ☐    Part-Time ☐    Casual ☐    Seasonal ☐

**Part 7**  
**Employer**  
**Information**

Company Name		Contact Person	
Address		Tax Reg. # or Business Identification Number (BIN)	
City		Province	Postal Code
Telephone Number	Area Code	FAX Number	Area Code

**Part 8**  
**Signature**

I certify that the information provided is true and correct. I understand that it is an offence under the *Insurance Act* to knowingly make a false or misleading statement or representation to an insurer under a contract of insurance. I further understand that it is an offence under the federal *Criminal Code* for anyone, by deceit, falsehood, or other dishonest act, to defraud or attempt to defraud an insurance company.

Signature of Employer:	Date:    year    month    day
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Employer Name: (Please print)	Title:
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