



# Disability & Paid Family Leave

## *Employer Claims Guide*

### **FIND YOUR INSURANCE CARRIER**

- Go to [www.wcb.ny.gov](http://www.wcb.ny.gov).
- Click the link, "Does Employer Have Coverage?"
- Search for your business.
- Check if NYSIF is your Disability, Paid Family Leave carrier.

### **EMPLOYER RESPONSIBILITIES**

- Post the PFL-120 & DB-120 Notices of Compliance.
- Give eligible employee the claim form, Statement of Rights.
- Complete your part of the claim form, return within 3 days.
- Do not try to pre-determine eligibility.

### **CLAIM FILING**

- Do not pre-file; it creates more work for all parties.
- File claim with NYSIF within 30 days of the leave start date.
- Submit forms one way only:
  - Fax—518.437.5201
  - Email—[DBClaims@nysif.com](mailto:DBClaims@nysif.com)
  - Mail—NYSIF, PO Box 66699, Albany, NY 12206
  - Document Upload—[www.nysif.com/filebin/dbl](http://www.nysif.com/filebin/dbl)

### **TAX REPORTING**

- Disability—NYSIF mails employers payment reports.
  - Include DB payments in tax reporting, including W-2 forms.
- PFL—NYSIF handles tax reporting.

### **WEBSITE RESOURCES**

- Go to [nysif.com](http://nysif.com) and create an online account.
- Run reports of employee claim payments.
- Find contact info for your organization's case manager.
- Learn about NYS Disability and Paid Family Leave.

**GIVE YOUR EMPLOYEES PEACE OF MIND.**