

**Texas Department of Insurance**  
Division of Workers' Compensation  
7551 Metro Center Dr., Suite 100  
Austin, TX  
78744-1645



**Injured Employee:**  
**DWC #:**  
**Date of Injury:**  
**Employer:**  
**Carrier Claim #:**  
**Date:**

[Name]  
[Address]  
[City, State, Zip]

## **We have received notice about your work-related injury or illness.**

The Division of Workers' Compensation (DWC) makes sure everyone follows the workers' compensation rules and laws in Texas. DWC helps resolve disputes, complaints, and provides workplace safety and health services. Your employer's workers' compensation insurance carrier pays your income and medical benefits.

DWC or the insurance carrier may ask you to complete other forms or provide more information about your claim.

## **This packet has four documents that can help you:**

- Employee's Claim for Compensation for a Work-Related Injury or Occupational Disease (DWC Form-041). You must send a copy to DWC within one year of the date you were hurt or first knew your illness might be work-related, or you may lose your right to benefits.
- Employee rights and responsibilities under the Texas workers' compensation system
- Resources that can help you get back to work
- Return-to-work checklist

## **To get benefits for your injury or illness:**

Send proof of all of your pay, from all of your employers, to your adjuster. If you don't know who your adjuster is, ask your employer.

## **Want to know more about workers' compensation?**

- Watch "Your Guide to Workers' Comp" education video series.
  - English: <https://www.tdi.texas.gov/wc/employee/index.html> or
  - Spanish: <https://www.tdi.texas.gov/wc/employee/empleados.html>
- Need a form? You can get forms at [www.tdi.texas.gov/forms/form20employee.html](http://www.tdi.texas.gov/forms/form20employee.html)

## **Questions?**

- Call your adjuster for questions about your injury or illness, your benefits, or to report changes to your job or pay.
- If you still need help, call customer service at 1-800-252-7031, 8 a.m. to 5 p.m. Monday to Friday Central time, or visit: [www.tdi.texas.gov/wc/employee](http://www.tdi.texas.gov/wc/employee)
- Please call us if there are any changes to your address or phone number.