



# Completing an Employer Statement



This Employer Statement needs your attention

To request this document in an alternative format such as Braille, call us on 13 43 72 or use our Live chat service at [gesb.wa.gov.au](https://gesb.wa.gov.au).

**One of our members who is currently, or was previously, employed at your agency needs your help. They need you to complete the enclosed Employer Statement. This will allow us to determine whether they can receive financial assistance from the insurance they have with us.**

## How can you help?

### Please complete as much of the Employer Statement as possible

As part of our insurance claims process, our Insurer, AIA, needs information from our members' employer. Please complete and return this Employer Statement as soon as possible. Otherwise, assessment of any claim and potential payment may be delayed. If you have any questions or you need help, please call our Member Services Centre on 13 43 72.

**Without the Employer Statement, we are unable to process the insurance claim.**

## About our insurance

Each of our super schemes offer different types of insurance cover. For GESB Super and West State Super members, their insurance may provide financial support if they become sick or injured.

Please note our insurance claims process is handled separately to workers' compensation claims.

## Frequently asked questions

Here are answers to some frequently asked questions about Employer Statements from WA Government payroll, human resources officers and managers.

### 'Why have we received an Employer Statement?'

Our member has made a claim on their insurance with us. We need information relating to their employment at your agency, so we can assess their claim.

### 'All we know is that our employee is on leave. We don't know if they are sick. Do we still need to complete the statement?'

Yes - we need your agency to provide factual answers to the questions in the Employer Statement. Based on your responses, and information from other sources (including the member's doctor), we will determine with our Insurer if an insurance payment is due.

### 'What if I can't answer all of the questions?'

If you can only provide some of the requested information, please fill in as much as you can. If you know someone else in your agency who can complete the rest, please ask them to do this without delay. If you don't know anyone else who can complete the Employer Statement, please indicate this on the document.

### 'Who needs to sign the Employer Statement?'

The document should be signed by a staff member who is authorised on behalf of your agency to declare that the information provided in the statement is true and correct. If the statement isn't signed, this will delay our assessment of the claim.

## About our insurance claims process

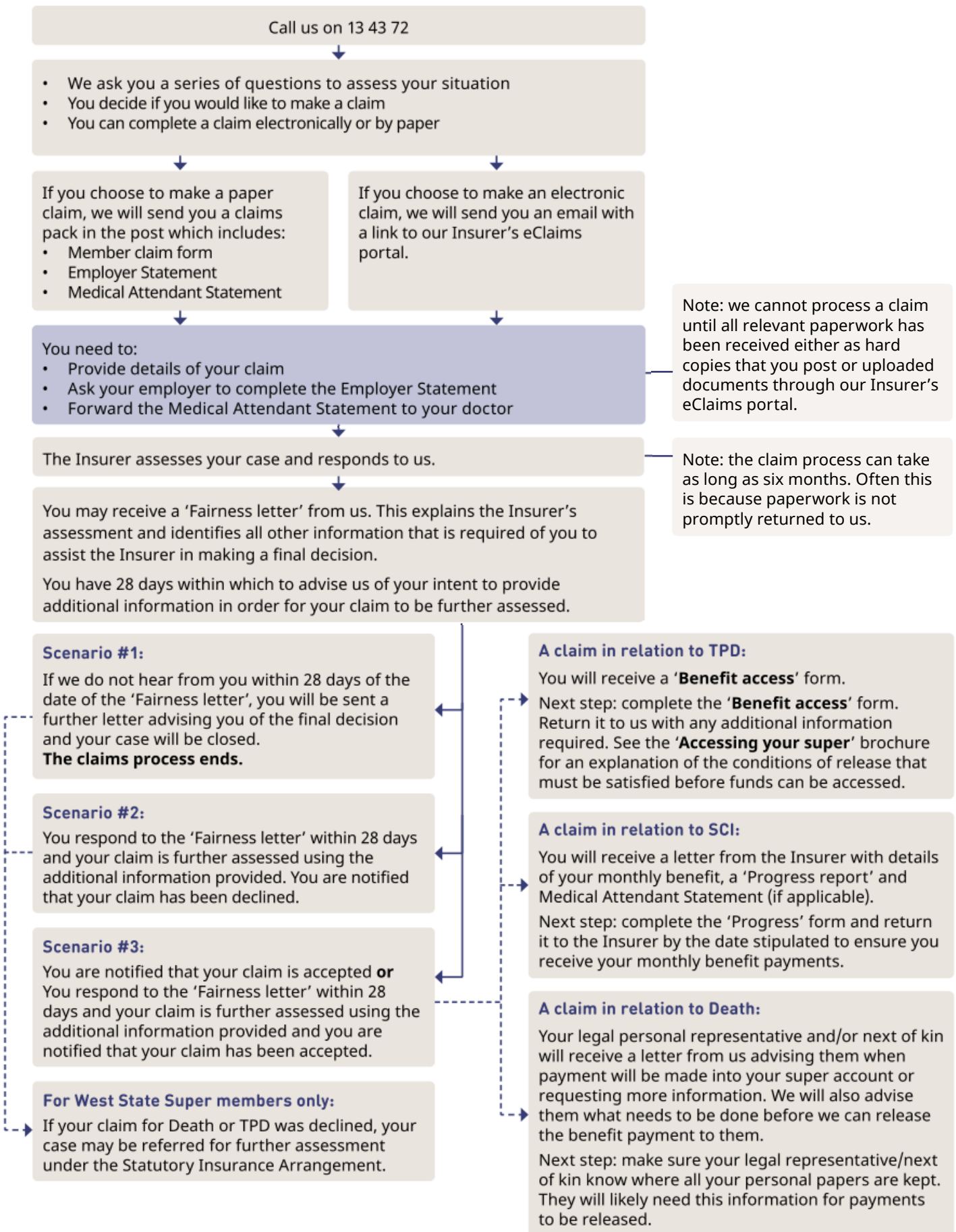
Please refer to the chart on page 2 to see where the Employer Statement fits in our insurance claims process.

### Without your Employer Statement, we are unable to process an insurance claim.

For more information, please see our '[Understanding the insurance claims process, West State Super and GESB Super](#)' fact sheet available at [gesb.wa.gov.au/factsheets](https://gesb.wa.gov.au/factsheets).

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## Our insurance claims process



## How to contact us

T Member Services Centre 13 43 72  
PO Box J 755, Perth WA 6842

F 1800 300 067

W [gesb.wa.gov.au](http://gesb.wa.gov.au)