

## Information & Assistance Unit Guide 16(A)

### How to correctly name your employer for the Uninsured Employers Benefits Trust Fund

In order to get benefits from the Uninsured Employers Benefits Trust Fund (UEBTF) when your employer is illegally uninsured, you must properly name your employer. This means you need to know the legal name of your employer and provide that name with your claim.

There are several ways an employer might be named, depending on the kind of business and how you are or were employed. For example:

- If you're working for one person directly: Name this person by writing the first name, middle initial if known, and last name(s) of the person. Example: "John A. Smith, an individual"
- If you're working for a business owned by an individual: Name the employer by writing the names of both the owner and the business. Example: "John A. Smith, individually and doing business as Smith Carpeting."
- If you're working for a business owned by partners: Name the employer by writing the names of the individual partners and the business. Example: "John A. Smith and Mary B. Smith, individually and doing business as Smith Carpeting."
- If you're working for a corporation: Write the exact name of the corporation. You do not need to name any individuals. Example: "Smith Carpeting, Inc." Include the business name if it's different from the corporation name and you know it. Example: "Smith Carpeting, Inc., a corporation doing business as Fast Rug."

You **MUST** obtain the legal name of your employer. If you don't know it, you can find your employer's name through the city business license filings or the county clerk's office "fictitious business name statement." Business cards, employer stationery and advertisements may also show your employer's legal name. If your employer is a corporation you can find its name through the secretary of state's business portal at [www.ss.ca.gov](http://www.ss.ca.gov).

Once you have identified your employer correctly, include that name when filing legal papers with the Workers' Compensation Appeals Board.

You can learn more about naming your employer from the Department of Consumer Affairs. See their Web site at [www.dca.ca.gov](http://www.dca.ca.gov). You can also get more information from your county small claims court office.

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If you need help call an Information and Assistance (I&A) office or attend a workshop for injured workers. The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at [www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc).

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.

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## WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES

- **ANAHEIM, 92806-2131**  
1065 North Link, Suite 170  
Information & Assistance Unit (714) 414-1801
- **BAKERSFIELD, 93301-1929**  
1800 30th Street, Suite 100  
Information & Assistance Unit (661) 395-2514
- **FRESNO, 93721-2219**  
2550 Mariposa Street, Suite 4078  
Information & Assistance Unit (559) 445-5355
- **GOLETA, 93117-3167**  
120 Cremona Drive, Suite 270  
Information & Assistance Unit (805) 770-6161
- **LODI, 95240-6936**  
3021 Reynolds Ranch Parkway, Suite 130  
Information & Assistance Unit (209) 948-7759
- **LONG BEACH, 90810-1870**  
1500 Hughes Way, Suite C203  
Information & Assistance Unit (424) 450-2565
- **LOS ANGELES, 90013-1105**  
320 W 4th Street, 9th Floor  
Information & Assistance Unit (213) 576-7389
- **MARINA DEL REY, 90292-6902**  
4720 Lincoln Boulevard, 2nd and 3rd Floors  
Information & Assistance Unit (310) 482-3820
- **OAKLAND, 94612-1499**  
1515 Clay Street, 6th Floor  
Information & Assistance Unit (510) 622-2861
- **OXNARD, 93030-7912**  
1901 N Rice Avenue, Suite 100  
Information & Assistance Unit (805) 485-3528
- **POMONA, 91768-1653**  
732 Corporate Center Drive  
Information & Assistance Unit (909) 623-8568
- **REDDING, 96002-0940**  
250 Hemsted Drive, 2nd Floor, Suite B  
Information & Assistance Unit (530) 225-2047
- **RIVERSIDE, 92501-3337**  
3737 Main Street, Suite 300  
Information & Assistance Unit (951) 782-4347
- **SACRAMENTO, 95834-2962**  
160 Promenade Circle, Suite 300  
Information & Assistance Unit (916) 928-3158
- **SALINAS, 93906-2204**  
1880 N Main Street, Suites 100 & 200  
Information & Assistance Unit (831) 443-3058
- **SAN BERNARDINO, 92401-1411**  
464 W Fourth Street, Suite 239  
Information & Assistance Unit (909) 383-4522
- **SAN DIEGO, 92108-4424**  
7575 Metropolitan Drive, Suite 202  
Information & Assistance Unit (619) 767-2082
- **SAN FRANCISCO, 94102-7014**  
455 Golden Gate Avenue, 2nd Floor  
Information & Assistance Unit (415) 703-5020
- **SAN JOSE, 95110-3718**  
224 Airport Parkway, Suite 600  
Information & Assistance Unit (408) 277-1292
- **SAN LUIS OBISPO, 93401-8736**  
4740 Allene Way, Suite 100  
Information & Assistance Unit (805) 596-4159
- **SANTA ANA, 92707-7704**  
2 MacArthur Place, Suite 600  
Information & Assistance Unit (714) 942-7576
- **SANTA ROSA, 95404-4771**  
50 "D" Street, Suite 420  
Information & Assistance Unit (707) 576-2452
- **VAN NUYS, 91401-3370**  
6150 Van Nuys Boulevard, Suite 105  
Information & Assistance Unit (818) 901-5374