

# Completing Your Premium Remittance Form

## General Information

- ▶ The top part of the Premium Remittance Form is a work sheet to calculate your insurance premium payment. Keep it for your records, and for audit purposes.
- ▶ Complete and return the bottom part, (the stub) with your payment.
- ▶ Premiums not reported by the due date will result in a non-compliance charge.
- ▶ Need help? See the next page for contact information.

### **Make sure you know**

How the WSIB defines a worker for the purposes of reporting and paying insurance premiums

- ▶ If you have special reporting issues, such as
  - Contractors (including subcontractors)
  - Workers who earn over this year's annual maximum insurable earnings of \$79,600
  - Optional insurance for sole owners, partners, independent operators and executive officers
  - More than one Classification Unit (CU) preprinted on your form
  - Volunteer forces

See **Details** on next page.

Your form has preprinted information specific to your account. If you find a discrepancy, please contact your account representative. Processing delays or errors occur if you

- ▶ alter the preprinted information
- ▶ return a photocopy or,
- ▶ use a form from a different reporting period.

## Calculating your payment

1. Determine the workers you are reporting earnings for during this reporting period. See **Details** on next page.
2. Determine the gross earnings for each worker during the reporting period. This includes optional insurance and volunteer forces, if applicable. Gross earnings include items such as room and board, vacation pay, and amounts shown as deductions on T4s for income tax, benefit plans, etc.
3. Deduct non-insurable gross earnings such as supplementary maternity benefits, executive officers earnings, and excess earnings from the total gross earnings. (**Details** on next page.) This gives the total insurable earnings. For more details about insurable earnings, contact your account representative.
4. Include the labour portion of the contract for contractors (subcontractors) that you and the WSIB consider to be workers.

### **If your firm has one CU**

1. Write the total insurable earnings amount for all workers, including optional insurance, in Column A beside the CU description.
2. Multiply the amount in Column A by the premium rate in Column B.
3. Divide the total by 100 to get the premium amount owing.
4. Write the premium amount in Column C.
5. Write the premium amount in the CU Premium column on the remittance stub beside the CU description.

### **If your firm has more than one CU**

The earnings related to work performed are considered either **direct** or **common**.

**Direct** earnings are earnings that can be assigned to a CU directly from records that clearly show the earnings by business activity.

**Common** earnings are for work completed to support business activities in two or more CUs and can include human resources, accounting, administrative staff, and people covered by optional insurance. If Common work is performed, you must include a portion of the Common earnings with each CU when calculating premiums as follows:

1. Determine the direct earnings for each CU.
2. Total the direct earnings from all CUs.
3. Determine the total common earnings.
4. Divide the direct earnings for each CU by the total direct earnings for ALL CUs. This results in the proportion of common earnings to use for each CU. Then multiply each amount by 100 to get the percentage.
5. Multiply the percentage for each CU by the total common earnings. This gives the amount of common earnings to assign to each CU description.
6. Add the common earnings amount PLUS direct earnings for each CU. Write the totals in Column A beside the appropriate CU.
7. Multiply the figures in Column A by the premium rates in Column B.
8. Divide the totals by 100 to get the premium owing for each CU, and write the amounts in Column C.
9. Add the amounts in Column C. This is the premium amount due for this reporting period.
10. Write the premium amount for each CU from Column C in the CU Premium column on the remittance stub.

### **No earnings to report?**

Write '0' (zero) as the insurable earnings for any CU that has zero earnings for this reporting period.

# Completing Your Premium Remittance Form



## ***Making your payment***

- ▶ You can pay by ePayment, at most financial institutions, by debit card at your local WSIB office, or by cheque.
- ▶ Make the cheque payable to the WSIB.
- ▶ Clearly print your account number on your cheque. You may post-date the cheque to the due date.
- ▶ Send your cheque and stub to PO Box 4115, Station A, Toronto ON M5W 2V3 or to one of our offices.
- ▶ For ePayments, mail your Premium Remittance stub so the WSIB receives it before the due date.

If the contractor does not employ other workers, he or she may be considered either a worker or an independent operator

- ▶ If you consider an individual to be an independent operator, you must have the WSIB confirm their status and keep copies of letters of confirmation.
- ▶ If the WSIB determines the contractor is a worker, then you must include the labour portion of the contract as gross insurable earnings when you calculate your premium payment.

## Details

### ***Workers***

- ▶ A worker is anyone you employ in your business under a contract of service or apprenticeship. Any member of the family (including a spouse, children or relative of a sole owner, partner or executive officer) who is employed under a contract of service and receives earnings is considered a worker.
- ▶ Workers can be employed either full-time, or part-time, including seasonal or temporary employees, students, apprentices and learners, and training participants.

### ***Earnings over the maximum (excess earnings)***

- ▶ The WSIB sets an annual maximum for insurable earnings.
- ▶ For 2011 the annual maximum is \$79,600
- ▶ For workers who earn over the maximum, include only up to the maximum when calculating the premium.

### ***Contractors (including subcontractors)***

- ▶ A contractor (subcontractor) is an individual or company that you enter into an agreement with to perform a service on your behalf.

### ***Optional insurance***

- ▶ **Include optional insurance amounts for this reporting period in the gross insurable earnings calculation.**
- ▶ Sole owners, partners, independent operators and executive officers are not automatically entitled to WSIB benefits, but may apply for optional insurance coverage.
- ▶ People with optional insurance are considered workers for reporting and premium purposes. If injured, they are eligible for the same benefits as other workers.
- ▶ To cancel optional insurance, contact your account representative.

***If you need help and do not know your account representative's name and phone number, contact the WSIB office nearest you.***

Guelph	(519) 826-4650 1-888-259-4228	Ottawa	(613) 237-8840 1-800-267-9601	Toronto (Ontario only)	(416) 344-1000 1-800-387-0750
Hamilton	(905) 523-1800 1-800-263-8488	Sault Ste. Marie	(705) 942-3002 1-800-461-6005	Windsor	(519) 966-0660 1-800-265-7380
Kingston	(613) 544-9682 1-800-267-9461	St. Catharines	(905) 687-8622 1-800-263-2484	Canada wide	1-800-387-5540
Kitchener	(519) 576-4130 1-800-265-2570	Sudbury	(705) 675-9301 1-800-461-3350	<b>If your business is in:</b> <ul style="list-style-type: none"> <li>▶ Agriculture, call Guelph</li> <li>▶ Forestry, Pulp &amp; Paper, call Thunder Bay</li> <li>▶ Mining, call Sudbury</li> </ul>	
London	(519) 663-2331 1-800-265-4752	Thunder Bay	(807) 343-1710 1-800-465-3934		
North Bay	(705) 472-5200 1-800-461-9521	Timmins	(705) 235-6130 1-800-461-9856		