

Completing Your Premium Remittance Form

How to report your premiums

You have two options to report your premiums:

- ▶ Use ePremium to report online at wsib.on.ca.
 - Enter your insurable earnings and your premiums will be automatically calculated and submitted for you.
 - You can also review premium transactions online, anytime.
- or
- ▶ Calculate and then report your premium(s) using the bottom portion of the Premium Remittance Form
 - Mail the stub(s) with your payment using the return envelope, or drop it off at your local WSIB office before the due date.

Please note:

- ▶ The top part of the Premium Remittance Form is a worksheet to calculate your insurance premium amount. Keep it for your records and for audit purposes.
- ▶ If you find a discrepancy with the preprinted information specific to your account, please contact us.
- ▶ Do not alter the preprinted information or use a photocopy/form from a different reporting period.
- ▶ **Premiums not reported by the due date will result in a non-compliance charge.**

Whose earnings are you responsible for reporting?

You are responsible for insuring the people considered your *workers*:

- ▶ A worker is anyone you employ in your business under a contract of service or apprenticeship, including family.
- ▶ Full-time, part-time, seasonal or temporary employees, students, apprentices, learners and training participants.
- ▶ You - if you are an independent operator, sole proprietor, partner or executive officer in the construction industry (see wsib.on.ca for exceptions).
- ▶ A contractor or subcontractor is an individual or company that you enter into an agreement with to perform a service on your behalf. You are responsible for including the labour portion of your contractor's

contract as gross insurable earnings when you calculate your premium payment, if:

- they do not employ others, and
 - the WSIB does not consider this contractor to be an independent operator. Contact us to confirm their status and be sure to keep copies of WSIB letters of confirmation.
- ▶ For details and exceptions on who must be insured, please see wsib.on.ca, policy 12-02-01 *Workers and Independent Operators*.

Earnings over the maximum (excess earnings)

- ▶ You pay premiums on gross insurable earnings up to the maximum insurable earnings set for the year, which is \$90,300 for 2018. Any earnings above this limit are not subject to WSIB premiums. For example, if an employee earns \$95,000, you would be responsible for \$90,300 in insurable earnings.

Optional insurance

- ▶ Sole owners, partners, independent operators and executive officers who are not subject to mandatory coverage in construction, may apply for optional coverage. Include optional insurance amounts for this reporting period in the gross insurable earnings calculation.
- ▶ To cancel optional insurance, please contact us.

Calculating your premium amount

1. Determine who **you are responsible for insuring** during this reporting period.
2. Determine the gross earnings for each person 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, not included in mandatory coverage in construction, and excess earnings above the annual maximum from your total gross earnings. The result is your **total insurable earnings**.
4. Include the labour portion of the contract for contractors or subcontractors, if the WSIB does not consider the contractor to be an independent operator.

If your business has one Classification Unit (CU)

1. Write the total insurable earnings amount (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 business has more than one CU

The earnings are considered either **direct** or **common**.

Direct earnings 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, for example human resources, accounting, administrative staff, people covered by optional insurance, and sole proprietors, partners of a partnership or executive officers of a corporation in the construction industry. 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 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.



If you are in the construction industry and would like more detail on how to calculate insurable earnings, see the Mandatory Coverage in the Construction Industry page at wsib.on.ca.

How to pay



Online through your financial institution – select Workplace Safety & Insurance Board Ontario – schedule 1 as the payee



Online with MasterCard, Visa or Interac using our ePayment service



In person at your financial institution or local WSIB office



By mail: PO Box 4115, Station A, Toronto, ON M5W 2V3

If you are paying by cheque, please write your WSIB account number on the cheque and include your stub.

Please remember: if you pay online or at your financial institution, you still need to report using ePremium or by sending your stub to the WSIB before the due date. Many institutions have changed their policies and will no longer send the remittance stub on your behalf.

Still have questions? Contact us by:

- ▶ e-mail at employeraccounts@wsib.on.ca
 - ▶ telephone Monday - Friday from 7:30 a.m. to 5 p.m. at 416-344-1000 or 1-800-387-0750 (TTY 1-800-387-0050)
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