

You have **two options** to report your premiums:

1. Report online at wsib.ca/login by entering your gross insurable earnings and your premiums will be automatically calculated and submitted for you.
- OR -
2. Calculate and report your premiums using the bottom portion of the premium remittance form. Then use the return envelope to mail the stub(s) with your payment, 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?

- Anyone you employ in your business, including family, full-time, part-time, seasonal or temporary employees, certain domestic employees, unregistered individuals engaged in construction work, students, apprentices, learners and training participants.
- Yourself - if you are an independent operator, sole proprietor, partner or executive officer in the construction industry. See our policy on expanded compulsory coverage in construction for exceptions.
- For details and exceptions on who must be insured, please see policy on 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 \$95,400 for 2020. You do not need to report the earnings that are above this limit. For example, if an employee earns \$100,000, you would be responsible for \$95,400 in insurable earnings.

Optional insurance

Sole owners, partners, independent operators and executive officers who are not subject to mandatory coverage in construction can apply for optional coverage. To cancel optional insurance, please contact us.

Calculating your premium amount

1. Figure out who you are responsible for insuring during this reporting period.
2. Determine the gross earnings for each person - 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 from your total gross earnings to calculate your total insurable earnings. Non-insurable gross earnings include supplementary maternity benefits, executive officers earnings (not included in mandatory coverage in construction), and excess earnings above the annual maximum.
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 NAICS code (NC):

1. write the total insurable earnings amount (including optional insurance) in column A, beside the NC description
2. multiply the total insurable earnings 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 NC Premium column on the remittance stub beside the NC description

If your business has more than one NC:

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

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

Common earnings: work completed to support business activities in two or more NCs, such as human resources, accounting, administrative staff, people covered by optional insurance, 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 NC when calculating premiums:

1. determine the direct earnings for each NC and total the direct earnings from all NCs
2. determine the total common earnings
3. divide direct earnings for each NC by the total direct earnings for all NCs. Then multiply each amount by 100 to get the percentage. This results in the proportion of common earnings to use for each NC
4. multiply the percentage for each NC by the total common earnings. This gives the amount of common earnings to assign to each NC description
5. add the common earnings amount plus direct earnings for each NC. Write the totals in column A beside the appropriate NC
6. multiply the figures in column A by the premium rates in column B
7. divide the totals by 100 to get the premium owing for each NC, and write the amounts in column C
8. add the amounts in column C. This is the premium amount due for this reporting period
9. write the premium amount for each NC from column C in the NC Premium column on the remittance stub

No earnings to report?

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

In the construction industry?

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 on our website.

How to pay

- **Online:**
 - through your financial institution - select Workplace Safety & Insurance Board Ontario - schedule 1 as the payee; or
 - 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 remittance stub(s).

If you pay online or at your financial institution, you must still report your premiums. Many institutions have changed their policies and will no longer send the remittance stub(s) on your behalf.

Still have questions? Contact us by:

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