

**Operational
Policy**

Section
Employer Accounts

Subject
Reinstatement of Accounts

Policy

Once an account is closed, the WSIB may re-open (reinstate) the account under certain circumstances. When the account is reopened, the WSIB assigns to the employer the same account number and firm number under which the account was closed.

When the WSIB revives a closed account, the employer also assumes the accident record and account balance which form part of the account.

Guidelines

Why a closed account may be reinstated

Some common reasons for reinstating an account are

- The WSIB closes the account in error such as due to a misunderstanding, processing mistake, etc.
- The WSIB closed the account as unable to locate but subsequently, an alternate address is found
- The owner ceases business or employing help, and later begins to hire help again
- An owner is requesting optional insurance
- A by-application employer requests a new period of coverage
- An independent operator requests a new period of optional insurance

Business restarted under identical ownership

The WSIB reinstates a closed account if the business operation is restarted under ownership identical to the old, i.e., same sole owner, same partnership, or same limited liability company. If the former account was closed more than five years before, the WSIB usually opens a new account instead of reinstating the old account.

Outstanding Amount on Account

When an account closes with an outstanding amount, the WSIB transfers this unpaid amount to a suspense account if it is uncollectable. Upon reinstatement of an account, the WSIB will also reinstate any previously outstanding account balance which may have been transferred to suspense.

Application date

This policy applies to all decisions made on or after October 1, 2004.

Document history

This document replaces 08-03-08 dated July 1989.

References

Legislative authority

Workplace Safety and Insurance Act, 1997, as amended
Sections 12, 74, 75(1), 76

Minute

Administrative
#9, July 2, 2004, Page 388