
Policy

The WSIB issues the Statement of Account to employers each month, subject to limited exceptions, to show the transactions recorded on their accounts during the month and to inform them of amounts owing on their accounts. Employers must pay the WSIB the amounts owing on, or before, the stated due date.

The Statement of Account, from here on referred to as the Statement, displays all the transactions recorded against an employer's account during the month including

- WSIB-derived insurable earnings
- premium amounts (actual or estimated by reporting periods)
- payments made since the last Statement
- the allocated reconciled difference
- non-compliance charges
- the monthly debit interest rate
- experience rating refunds and surcharges
- credit or debit adjustments made to the account, and
- amounts owed to the WSIB from the current month as well as previous months and the due date.

When statements are issued

The WSIB sends the Statement to employers early in the month following the month being reported regardless of the employer's premium frequency, unless the account balance is zero or a credit and no activity has been recorded on that account during the month.

Payment of amount due

If payment is due, the **Amount Due** section on the bottom of the Statement shows the amount to be paid to the WSIB. Employers send the bottom portion of the Statement along with payment to the WSIB. The WSIB uses the information contained on this part of the Statement to identify and credit the correct account.

No payment is expected from the employer if the **Amount Due** is a credit or a zero balance. In this case, the bottom portion of the Statement is not sent to the WSIB.

Applying payments

The WSIB uses a balance forward system to apply payments to accounts. This means that payments are not matched to a specific amount owing but are applied to offset the total of all amounts owing on the account. The WSIB applies payments received to the oldest outstanding amount first.

Interest rate

The WSIB pays **credit interest** at the Bank of Canada rate with no rounding.

**Operational
Policy**

Section
Employer Billing

Subject
Statement of Account

The **debit interest** rate (the **WSIB interest rate**) is 6% higher than the Bank of Canada rate. The WSIB interest rate is adjusted quarterly and is shown on the statement in annual and monthly figures.

Late payment charges

The monthly interest rate is applied to overdue amounts in employer accounts.

Application date

The **interest rate** and **late payment charges** policy and guidelines apply to all decisions made on or after January 1, 1997. The remaining policy and guidelines apply to all decisions made on or after January 1, 1996.

Document History

This document replaces 08-04-09 dated May 1, 1997.

References**Legislative Authority**

Workplace Safety and Insurance Act, 1997, as amended
Section 89(1)

Workers' Compensation Act, R.S.O. 1990, as amended
Section 126

Minute

Administrative
#3, March 10, 1997, Page 221
#7, July 14, 2004, Page 394