

Law

s.78(1)

Every year on or before the date specified by the WSIB, a Schedule 1 employer shall give the WSIB a statement setting out the total wages earned during the preceding year by all workers, and such other information as the WSIB may request.

s.78(4)

The WSIB may require a Schedule 1 employer to submit a statement at any time setting out the information described in subsection (1), (2), or (3) with respect to periods of time as the WSIB may specify.

Policy

Employers who report and pay their premiums monthly must submit a year-end reconciliation of workers' earnings for each of their accounts by March 31 for each premium year.

Guidelines

How to reconcile

[Employers who report and pay their premiums monthly](#) ~~Monthly employers~~, plus any other employer who closes an account during the year (regardless of their reporting frequency), must complete the Reconciliation ~~F~~form.

NOTE

Reconciliation applies to reported premiums only. If an employer has not paid the full amount of the premium previously reported, the unpaid difference appears on the employer's ~~M~~monthly Statement of Account(s). In this case, interest on the unpaid premium has already been charged.

The process

Using the Reconciliation ~~F~~form, employers

1. report their workers' total actual insurable earnings for the year just past
2. break down these earnings into direct and common earnings by ~~CU~~[classification code](#) ~~CU~~
3. calculate their actual premium, and report it in total by ~~CU~~[classification code](#) ~~CU~~
4. calculate the difference owing by comparing the premium they have reported with the total premium they owe for the year, and
5. send the Reconciliation ~~F~~Form, along with any payment owing, to the WSIB.

Due dates

Reconciliation forms are due March 31 of the year following the year they cover.

Employers who have overpaid

Employers who have overpaid their premiums based on what they've reported during the year must also send in the Reconciliation ~~F~~form by the due date. The WSIB confirms the

Operational
PolicySection
Employer BillingSubject
Reconciliation

overpayment and credits their account. The credit is first applied to any balance owing from previous years. The remainder, if any, is applied toward the next premium. See **Interest owing to employers**, below.

Non-compliance charges

Non-submission of Reconciliation Form

If a form is not received by its due date, the WSIB calculates a premium for the reconciliation period and charges a penalty of one per cent (1%) of the calculated premium, up to a \$1,000 maximum, for each month the Reconciliation Form is not filed past the due date. The WSIB does not adjust this penalty once an employer submits the form with the reconciled premium.

Interest owing to employers

The WSIB pays credit interest on reconciled differences from July 1 of the premium year to the end of the month prior to the month the WSIB processes the Reconciliation Form. For information on credit interest, see 14-03-10, Statement of Account.

Example

~~On May 24, 1998 the WSIB discovers that an employer exceeded their premium in 1996 by \$2,000. The WSIB then calculates the credit interest from January 1, 1997 to April 30, 1998 (at the WSIB monthly rate, as it was on January 31, 1998) and credits the employer's account with the total amount (i.e., \$2,000 + credit interest amount).~~

From the 1997 reconciliation onwards

~~For 1997 year-end reconciliation and for subsequent years, the WSIB will pay credit interest on reconciled differences from July 1 of the premium year to the end of the month prior to the month the WSIB processes the Reconciliation Form.~~

Interest owing to the WSIB

The WSIB charges debit interest on reconciled differences from July 1 of the premium year to the end of the month prior to the month in which the WSIB receives the Reconciliation Form. For information on debit interest, see 14-03-10, Statement of Account.

NOTE

~~For 1996 year-end reconciliation and prior years~~

Where there ~~is~~ are a shortfall in premiums owing to the WSIB on ~~the~~ 1996 reconciliations or on any adjustments made to reported premiums for prior years processed in March 1997 or later, debit interest is charged retroactively from **January 1, 1997, at the earliest**, up to the end of the month prior to the month the WSIB processes the Reconciliation Form.

NOTE

~~The WSIB does not charge debit interest on any premium adjustments for years prior to 1997 and processed before March 1997.~~

Section
Employer Billing

Subject
Reconciliation

From the 1997 reconciliation onwards

~~For 1997 year end reconciliation and for subsequent years, the WSIB charges debit interest on reconciled differences from July 1 of the premium year to the end of the month prior to the month in which the WSIB receives the Reconciliation form Form.~~

Application date

This policy applies to all decisions made on or after ~~July 1, 2001~~ [January 1, 2020](#), for all [accounts](#).

Document History

This document replaces 14-03-12 dated ~~September 28, 2001~~ [October 12, 2004](#).

[This policy was previously published as:
14-03-12 dated September 28, 2001](#)

References

Legislative authority

Workplace Safety and Insurance Act, 1997, as amended
Sections 78, 79

Minute

Administrative#3, March 10, 1997, Page 221 ~~#8, July 9, 2004, Page 393~~