



Interpreting your statement of account (SOA)

Interpreting your WCB Statement of Account

- 1 **Policy Status:** Indicates status as of the invoice date which can be:
 - **Active** – the policy has active coverage in place.
 - **Cancelled** – the policy has been cancelled.
 - **Expired** – the coverage in the current coverage period is past the end date and may continue into the new policy period.
- 2 **Invoice Number:** Same as the barcode number. The invoice number is unique to each Statement of Account.
- 3 **Current payment calculation** breakdown: Reflects balance and payments received since the date of the previous SOA. Also includes chages/adjustments and provides the current balance which is due within 30 days of invoice date, i.e., in this example the next SOA invoice will be issued Mar. 2, 2026 for the Apr. 1, 2026 due date.
- 4 **Payment Information**
 - **Current Balance Due:** Amount due in 30 days or current credit balance. Credit amounts will be applied to the next installment which is billed 30 days prior to the date shown under Schedule of Payments. Amounts less than \$5 will be added to the next installment.
 - **Total Account Balance:** Total amount due on the policy, including installments not yet billed.
- 5
- 6 **Schedule of Payment(s)** section: Displays payment due dates according to the payment schedule*. These are referred to as installments. Customers with multiple due dates will be issued a Statement of Account invoice 30 days prior to each due date.

*Note: Does not include credits to be applied until the installment is billed.
- 7 **Financial Activity Since Last Statement** section: Includes adjustments for previous periods, penalties and adjustments to current year estimates.



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200 - 1881 Scarth St.
Regina, SK S4P 4L1
wcbask.com



901234567

STATEMENT OF ACCOUNT (SOA)

ABC Company
123 Main Street
City SK S0S 0Y0

Policy Number: 9876543
Policy Status: Active
Invoice Date: January 02, 2026
Invoice Number: 901234567

Employer Account Summary

Past Due Amount \$0.00

Current payment calculation
 Balance last statement \$0.00
 Payments received since Nov, 19, 2025 \$0.00
 Charges/adjustments since Nov, 19, 2025 \$5,371.40
Current balance \$5,371.40

Payment Information

Current Balance Due: \$5,371.40
Total Account Balance: * \$13,318.40

* Total Account Balance is the total amount needed to pay your account in full. This amount represents any future installments not yet billed.

Schedule of Payment(s)

Due Date	Amount Due
Feb. 04, 2026	\$5,371.40
Apr. 01, 2026	\$3,974.00
Sep. 01, 2026	\$3,973.00

Important Account Information

Payments received after the due date are subject to 8.50% interest charges.
 WCB is GST exempt.

Financial Activity Since Last Statement

Year	Description	Amount
2025	Premium Adjustment based on EPS	\$5,093.00
2025	Underestimate Penalty	\$278.40

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Assessment Information section: Important information about your assessment is displayed here.

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Ways in which you can pay your bill



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Assessment Information 8

An Underestimate Penalty is charged to this account as the actual wages are 50% higher than the estimated payroll. The penalty is 6% of the premiums charged on the difference between the estimated payroll and the actual payroll for the prior year.

WAYS TO PAY YOUR BILL 9



Pre-authorized debit wcbask.com/documents-listing



Credit card online at wcbask.com **or by phone** 1.800.667.7590

- Accepted credit cards include: VISA, VISA debit, Mastercard, Mastercard debit, American Express
- Maximum of \$10,000 per payment period



Through your financial institution's online or telephone banking

- Please reference your policy number



In person at our Regina office or Saskatoon office



By cheque payable to the Saskatchewan WCB

- Please reference your policy number on the front of the cheque

Please allow five (5) business days for bank processing of all payment options.

QUESTIONS



Phone: 306.787.4370
Toll-free: 1.800.667.7590



Email:
employerservices@wcbask.com

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10 **Coverage Summary** section: Includes a breakdown of premiums billed for the coverage types charged in previous and current periods.

i NOTE: The new SOA format no longer breaks down adjustments in detail. Therefore, if there is need to understand changes or adjustments from the estimated premium to the final assessed premium, the best way to do that is to compare a new statement with prior statements.

11 **Deemed Contractor Summary** section: Displays details of deemed contractor assessments for the account.

Questions? Contact us at:

Phone: 1.306.787.4370

Toll free: 1.800.667.7590

Email: employerservices@wcbask.com

Steps to access a SOA and make a payment from within WCB's online services portal:

If you have access to multiple policies, from the main dashboard:

- **Locate your username** (upper right corner)
- Select the applicable policy number and business name

From Account Overview screen:

- Select **Policy Card**
- Select the **Statement of Account** tab
- Select the invoice number you wish to view and pay



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Coverage Summary **10**

Year	Class Code	Coverage Type and Description	Wages	Net Rate	Amount
2025	B1202	Deemed contractors	\$22,992.00	\$1.97	\$453.00
2025	B1202	Employee/Worker	i \$270,582.00	\$1.97	\$5,330.00
2025	B1202	Optional Personal Coverage (OPC) for Person ABC (Jan. 01, 2025 – Jan. 01, 2026)	\$31,200.00	\$1.97	\$614.00
2026	B1202	Deemed contractors	\$100,000.00	\$1.84	\$1,840.00
2026	B1202	Employee/Worker	\$300,000.00	\$1.84	\$5,520.00
2026	B1202	Optional Personal Coverage (OPC) for Person ABC (Jan. 01, 2026 – Jan. 01, 2027)	\$31,928.00	\$1.84	\$587.00

Deemed Contractor Summary **11**

Year	Contractor Name	Policy #	Class Code	Contract Amount	Labour %	Labour Amount
2025	Piece-Out Construction		B1202	\$22,843.00	100	\$22,843.00
2025	Johnny on the Spot Cleaners		B1202	\$175.00	85	\$149.00