

Click on any field to start editing.

**Employer registration application**

<b>A. Business information</b>				
Registered business name			Federal business number	
Operating name of business (if different from above)				
Name(s) of partners, proprietor, if applicable				
Has the business been purchased? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Purchased date <small>mm/dd/yyyy</small>	Seller's name		Seller's contact number	
<b>B. Mailing address</b>				
Street address/box number		City	Province	Postal code
Business phone	Cellphone	Fax	Email	
<b>Physical address (if different from above)</b>				
Street address or land location		City	Province	Postal code
If you do not have a place of business in Saskatchewan, please answer the following questions:				
1. Will you come into Saskatchewan three or more times per year? <input type="checkbox"/> Yes <input type="checkbox"/> No				
2. Will you come into Saskatchewan for five or more consecutive days? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>C. Business operations</b>				
Describe your business operations in detail. Include the products or services you provide.				
What tools or equipment do you use?				
Please provide the names of two of your competitors. This information can help with classifying a new business.				
Has your business been hired by (or contracted to) any other business or individual to do work? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please provide the names of two businesses or individuals you have worked for:				

**D. Workers and payroll information****Questions in Section D pertain to work completed in Saskatchewan only.**Do you have workers? ☐ Yes ☐ NoDo you hire contractors? ☐ Yes ☐ No If you have hired contractors in Saskatchewan in the last three years, please include a list with the contractor name, address, type of work and contract amounts.

Start date of first worker or contractor in Saskatchewan: \_\_\_\_\_ mm/dd/yyyy

Please provide the gross earnings (before deductions) for all workers.

	2020 (Max \$88,906 per person)	2021 (Max \$91,100 per person)	2022 (Max \$94,440 per person)	2023 estimate (Max \$96,945 per person)
a) Workers' wages*:	_____	_____	_____	_____
b) Directors of corporations carried on the payroll*:				
Name: _____				
Name: _____				
c) Total of a) and b):	_____	_____	_____	_____

\* **Important:** Do not include more than the maximum assessable earnings **per person per year**.  
If there are more than two directors, please attach a separate sheet with the above information.

**E. Personal coverage**

This optional coverage is available for proprietors and their spouses, partners and their spouses, directors of corporations not carried on the payroll, elected officials of a city, town or village, and members of the governing body of a non-profit corporation or organization.

Do you wish to elect this type of optional coverage? ☐ Yes ☐ No

If yes, please provide the following information.

Name	Title	Date of birth	Coverage amount
		mm/dd/yyyy	
		mm/dd/yyyy	
		mm/dd/yyyy	

Note: The minimum personal coverage amount is \$27,040 and the maximum is \$96,945.

**F. Declaration**

By submitting this form, I certify and declare the following: that all the information provided is true, complete, and correct to the best of my knowledge; I am authorized by, and on behalf of, the business to make this declaration; I fully understand the content, the requirements of the submission, and that the WCB will use and rely on this information in the management of our business account; I understand this declaration; and that I or the business may be committing an offence and may be liable to statutory penalty or criminal prosecution if I make any false statement, provide any false or misleading information, or omit to provide any relevant information.

Name (please print)	Signature <div>Please print and sign form before mailing/faxing.</div>
Title	Date mm/dd/yyyy

Contact number

## Guide to completing your employer registration application

### Before you start

Workers' compensation protects both employers and workers from the results of workplace injuries. Employers are protected against lawsuits and injured workers receive benefits.

You need to register for an employer account if you:

- employ and pay people on a full-time, part-time or casual basis.
- hire contractors to complete work for you.

If you come from another province or country to work in Saskatchewan, have no place of business in Saskatchewan and do not employ Saskatchewan resident workers, you should apply for an account if:

- a. You will come into Saskatchewan three or more times per year.
- b. You will come into Saskatchewan for five or more consecutive days.

Please have the following information available to complete your registration:

- Complete legal name of your business. If you are registering under a proprietorship or partnership, the legal names of the partners.
- Federal business number.
- Address and contact information.
- Details of the business operations.
- Start date of operations and date that workers started.
- An estimate of your payroll for workers. This includes directors who are reporting employment income on a Canada Revenue Agency T4 income tax slip.
- List of contractors hired in previous years, including type of work and contract amounts.

### How to complete your application

#### Section A — Business information

Enter your business information, including your registered and operating names, federal business number, owners and contact information.

**Registered business name:** enter the legal name of your business (such as your registered business name).

**Federal business number:** enter the first nine digits of your Canada Revenue Agency (CRA) business number.

**Operating name of business:** enter the business name you use to conduct business (what your customers know your business as).

**Name(s) of partners, proprietor:**

- If your business is a partnership, enter the names of the partners.
- If your business is a proprietorship, enter the name of the proprietor.

**Purchase information:** if this business was purchased, check the "Yes" box and provide details of the sale. The answer to this question will determine how your account is set up.

## Section B — Mailing address

Enter your business' contact details including the mailing address, physical address, telephone and fax numbers, and email address.

**Physical address:** enter the location where you are physically operating your business in Saskatchewan. This may be a street address or a land location.

## Section C — Business operations

Enter a description of your business operations. The Saskatchewan Workers' Compensation Board (WCB) classifies employers based on their primary business activity. Responses in this section will help determine which industry classification your business is assigned, which will determine the premium rate you pay. Please provide as much detail as possible.

**Note:** reviewing competitors and businesses you have worked for can help with classifying a new business, so please ensure these sections are completed.

**Business hired or contracted to do work:** enter the names of businesses or individuals that have paid you for products or services.

## Section D — Worker and payroll information

Enter your payroll information in this section. Only include information for work performed in Saskatchewan.

**Note:** Do not include more than the maximum assessable earnings per person per year.

Maximum assessable for 2020: \$88,906

Maximum assessable for 2022: \$94,440

Maximum assessable for 2021: \$91,100

Maximum assessable for 2023: \$96,945

**Workers' wages:** gross earnings before deductions for income tax, Employment Insurance, Canada Pension Plan and other similar deductions up to the maximum assessable amount per person for the calendar year being reported.

**Contractor:** a person or business hired under contract to perform work or services. A contractor may also be referred to as a subcontractor. Contract situations are present in all industries. Examples of contract situations include a restaurant that hires a plumber to fix a sink or a business office that hires a contract cleaner.

All contractors must be reported to the WCB. The WCB will review this information to determine if any of the contractors are considered your workers. Please attach a list of all contractors hired in Saskatchewan in the **past three** years. Include the name of the contractor, address, type of work and the amount of the contract.

If a contractor is not registered with the WCB, they will be deemed to be your worker and you will be responsible for paying premiums on the labour portion of the contract.

Prior to making payment to a contractor, you are required to obtain a clearance letter. A clearance letter tells you if you can make a payment to a contractor for completed work. If the account is in good standing, the WCB will tell you to pay the contractor. If the account is not in good standing, the WCB will request that payment be withheld. A clearance protects you from having to pay any overdue premiums the contractor owes to the WCB.

## Section D — Worker and payroll information (continued)

**Directors:** Directors of corporations carried on the payroll are considered workers under the scope of *The Workers' Compensation Act, 2013* (the Act) and coverage is mandatory. Any director who is reporting employment income on a Canada Revenue Agency T4 slip is considered a worker carried on payroll and is required to have WCB coverage. Earnings for directors must be reported up to the maximum assessable amount per person for the calendar year being reported.

If the director is not reporting employment income on a T4 slip, they can still choose to purchase personal coverage on the Employer's Payroll Statement (EPS).

## Section E — Personal coverage

Enter requests for personal coverage in this section.

### What is personal coverage?

Personal coverage is optional coverage for individuals not automatically covered under the Act. When personal coverage is purchased, the applicant becomes a worker and is eligible for benefits under the Act. Earnings loss benefits will be based on the amount of coverage purchased by the applicant.

### Who can purchase personal coverage?

Personal coverage may be purchased by:

- a. Proprietors and their spouses.
- b. Partners and their spouses.
- c. Directors of a corporation who are not carried on the payroll not reporting employment income on a T4 slip.
- d. Elected officials of a city, town or village.
- e. Members of the governing body of a non-profit corporation or organization.

Personal coverage may be purchased for any amount between the minimum personal coverage amount (\$27,040) and the maximum assessable wage rate (\$96,945). The amount of coverage purchased should reflect actual employment earnings, since injury benefits will be based on this amount. For coverage amounts above the minimum, proof of earnings will be required in the event of an injury. The following documents will be accepted as proof of earnings:

- a. A Statement of Business or Professional Activities as submitted to the CRA, or
- b. A declaration from a chartered accountant, a certified management accountant (CMA) or a certified general accountant (CGA) verifying the actual employment earnings.

In the absence of these documents, the WCB may accept an audited financial statement.

### Why do we need your birthdate?

Your birthdate is used as an additional identifier when selecting personal coverage, as there are instances where two people have the same name.

## Section F — Declaration

This application must be signed by an authorized representative of the business. Please ensure to include a phone number in case the WCB needs additional information to process your application.