

# Guide to completing your 2023 Annual Payroll Report and Payment

**Did you know? You can report your payroll and pay your premiums in six minutes or less online at [worksafebc.com](https://worksafebc.com).**

## What do I need to complete my report?

- Your payroll records for the previous reporting year.
- A record of your payments to contractors and subcontractors who do not have their own workers' compensation coverage, along with their names and addresses. (See the worksheet on page 5 of this guide for information about calculating subcontractors' payments.)
- A record of workers and active shareholders who made more than \$112,800, the maximum assessable payroll for 2023. If you're filing a report for a different year, check the maximum assessable payroll on Line F of your form for that year.
- A credit card or your bank account information (if you want to make a payment online).

## Do I need to file a report if my business closed down?

Yes. You must file your report, even if your business was sold or permanently closed down in 2023. You can choose one option below to cancel your account:

- Enter the cancellation date in the space provided above Step 1.
- Log in to your employer online services profile at [worksafebc.com/online-services](https://worksafebc.com/online-services) and cancel there.
- Complete the [Account Cancellation Request \(Form 18E204\)](#).

## If I don't file my payroll report by the due date, what's the penalty?

Penalty schedule	Tier 1	Tier 2	Tier 3	Tier 4
Annual assessment	\$0-\$5,999.99	\$6,000-\$19,999.99	\$20,000-\$199,999.99	\$200,000+
Penalty amount	\$50	\$150	\$500	\$1,000

## Choose one of the following options to report your payroll and make your payment:

- Visit [worksafebc.com/online-report-and-pay](https://worksafebc.com/online-report-and-pay) and log in or create your online services profile to report and pay. You can easily see your previous account activity and make payments by credit card, from your bank account via direct debit, or through your financial institution's online banking.
- Or use our Fast File & Pay application to report and pay online. Go to [worksafebc.com/online-report-and-pay](https://worksafebc.com/online-report-and-pay) and follow the prompts. If you'd like to see your detailed account information, you'll need to log in or create your online services profile.
- Most employers who pay through our online services will be able to see their updated clearance status immediately.
- Not able to submit the form online? Mail it in the enclosed envelope.
- Not interested in paying online? You can pay at your financial institution or mail us a cheque along with the payment stub at the bottom of the payroll report form. Please do not drop off payments at our offices at this time.
- To avoid penalties, return your completed report by the due date, **even if your payroll amount or premiums due are zero.**
- Your records are subject to examination by WorkSafeBC at any time, so you need to keep your payroll records, reports, and any worksheets for at least six years.
- If your address is incorrect or your business operations have changed, complete the detachable section of the enclosed envelope and return it with your report. You can also update your address by going to [worksafebc.com/online-services](https://worksafebc.com/online-services) and logging in or creating an online services profile.
- If there's an error on your form, attach a note to your report or contact the Employer Service Centre before the due date printed on the top right-hand corner of your form.

# Annual Payroll Report and Payment

**Operations stopped:** If your business permanently closed down in 2023, provide the date that business operations ceased, and complete your report for the period during which your business was in operation. For example, if you operated a store and your business was open from January to September 2023, complete your report for that period. In your calculation, include assessable payroll paid while you were closing your business. Specifically, if you had a bookkeeper on your staff who stayed on to complete your financial records, include their earnings in your calculation. To cancel your account, see the options under “Do I need to file a report if my business closed down?” on page 1 of this guide.

## Step 1: Calculate your premium

**Line A: Please do not change the pre-printed information in this section.** Your business is assigned to one or more classification units, based on your main business undertaking in B.C. If the classification description(s) on your report do not reflect your main business undertaking, describe your business operations on a separate sheet and attach it to your report, or contact the Employer Service Centre before the due date on your form. If the classification assigned to your firm no longer reflects your firm’s business undertaking, it’s your responsibility to inform WorkSafeBC. Find more [information about classifications](#) on our website.

**Line B:** For each classification listed on Line A, enter your workers’ wages and salaries, including those of active shareholders in all of your business operations within B.C.

Be sure your calculation includes earnings of all workers, including casual labour and administrative and management personnel. Wages and salaries include gross payroll earnings, commissions, holiday pay, sick leave pay, leave of absence pay, management fees, bonuses, allowances, controlled tips, other remuneration before deductions, and payment to a worker by any other means (e.g., piecework). Do not include payments made to an independent operator.

For more information, see our [Assessable earnings guide](#).

**How to report shareholders’ earnings:** Shareholders’ earnings include payments to shareholders, principals, directors, and officers of a corporation who are active in the business. Shareholders are considered active if they receive T4 slips, management fees, or stock options or have executive, management, or signing authority. Dividends, bonuses, shareholder draws, and other forms of payment should also be included if they are paid to an active shareholder as remuneration. A sole shareholder of a private company is deemed to be active.

**If you’ve been assigned multiple classifications, or if you have two or more separate companies with common controlling shareholders but different classifications or assessment rates:** Calculate earnings for each business undertaking, and then pro-rate common payroll. This applies to payroll for those who support activities in more than one classification or firm (e.g., accounting, payroll, human resources, or administrative and management staff). Refer to our [Pro-ration of administrative payroll guide](#) for more information.

Example: Suppose your firm does both construction and manufacturing, and it has a construction payroll of \$600,000, a manufacturing payroll of \$400,000, and a common payroll of \$200,000. You’d allocate \$120,000 of common payroll (60%) to construction and \$80,000 (40%) to manufacturing. The total reported payroll would be \$720,000 in construction and \$480,000 in manufacturing. Contact our Employer Service Centre if you have questions about this method of payroll reporting.

**For proprietorships:** Include the total amount paid to all workers. Report a spouse’s gross earnings only if the spouse is active in the business and has applied for and been granted voluntary spousal coverage. **Do not include wages paid to the proprietor.** (Learn more about [Personal Optional Protection](#) for proprietors.)

**For partnerships:** Include the total amount paid to all workers. **Do not include wages paid to the partners.** (Learn more about [Personal Optional Protection](#) for partners.)

**For commercial fishing:** For instructions on how to report earnings for fishermen, see the [Fishing industry page](#) on [worksafebc.com](#).

**For the Alternative Assessment Procedure for Interjurisdictional Trucking and Transport (AAP):** If you participate in AAP, please report all earnings for workers who live in B.C. If you have workers who live in other provinces, please report those earnings to the workers’ compensation authority in the jurisdiction where the worker lives. For more information on the AAP, please refer to the [Trucking & transport page](#) and the [AAP application \(Form 18E3\)](#) on [worksafebc.com](#).

**Line C:** If you don’t hire people on a contract basis, skip this line. If you do, you may be responsible for paying their premiums. Enter that amount on Line C. For instructions on how to calculate subcontractors’ earnings, see the worksheet on page 5 of this guide.

**Line D:** This section does not apply to incorporated companies. If you have Personal Optional Protection, the pre-printed figure in this section will show the coverage for your firm’s proprietor or partners. **Please do not change the pre-printed dollar amount in this section.** If a proprietor’s spouse is a paid worker and spousal coverage has been obtained for that person, include the spouse’s earnings in Line B.

**Note:** If voluntary spousal coverage has not been obtained, the proprietor’s spouse does not have insurance coverage.

**Note:** Personal Optional Protection coverage continues until it is cancelled by you or by WorkSafeBC. If there is an error on your form or if you would like to change the amount of your coverage, attach a note to your report or contact the Employer Service Centre in writing. Changes to your coverage, once accepted, take effect on the date WorkSafeBC received your request.

**Line E:** To calculate total payroll for each classification listed on Line A, add the amounts from Lines B, C, and D, and enter the total on Line E.

TEST ACCOUNT  
123 KING STREET  
UNIT 100  
VANCOUVER BC V4V 4V4

Account number	123456
Payroll report ID	019876543
Due date	Feb 28, 2024
CRA business #	11111118
E-banking number*	1234567

Enter this E-banking number — as your account number or customer number — if you add WorkSafeBC as a payee for online banking at your financial institution.

**Your annual payroll report and payment are due soon.**

Has your business permanently closed or been sold? If so, when did operations stop? \_\_\_\_\_  
yyyy/mm/dd

\*For electronic and internet banking

**Step 1 Calculate your premium** (See the enclosed instruction guide for assistance)

**A** Classification unit number and description

**764013**

Admin  
Daycare, Preschool,  
Playschool

Report amounts in whole Canadian dollars

**B** Wages, salaries, and shareholders' earnings

\$ .00

**C** Payments to subcontractors

\$ .00

**D** Personal Optional Protection

\$ .00

**E** Total (B + C + D)

\$ .00

**F** Excess payroll (amount exceeding the annual max. of \$112,800 per worker)

\$ .00

**G** Assessable payroll (E - F)

\$ .00

**H** Net premium rate for 2023

1.46%

**I** Premium (G x H)

.

**J** Sum of all premiums

\$ .

**K** Credits applied and amounts invoiced for 2023

\$ 0.00

**L** Subtotal (J - K)

\$ .

**M** Additional credits accumulated as at January 31, 2024

\$ 0.00

**N** Amount due (L - M) (If this amount is less than \$5.00 you do not need to remit the amount at this time.)

\$ .

**Step 2 Report your payroll** (Avoid a penalty by reporting by the due date)

**Option 1: Report and/or pay online anytime**

- Visit [worksafebc.com](https://worksafebc.com) and log in or create your online account to report and pay. You can see your previous account activity, make payments by credit card, from your bank account via direct debit, or through your financial institution's online banking.
- Or use our Fast File & Pay application to report and pay online. Go to [worksafebc.com](https://worksafebc.com) and search "fast file pay". To access your detailed account information, log in or create your online account.
- Most employers who report and pay online will also have their clearance status updated immediately.
- If you report this way, you do not need to send us this form.

Account # 123456-AQ

Payroll ID 019876543

1810 (R12/23)

**Option 2: Report by mail, fax, or in person**

- Mail this form and your payment in the enclosed envelope
  - Drop it off at any WorkSafeBC office
  - Fax the form to 604.244.6490 (toll-free 1.888.992.6622) and mail your payment and the bottom portion of this form to us
- By submitting this report, I declare that I am authorized by this employer to make this report and that the information on it is true, correct, and complete in every respect.

Print name \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_\_  
yyyy/mm/dd

Email address \_\_\_\_\_

Authorized signature \_\_\_\_\_

Keep a photocopy for your records

**Step 3 Make your payment** (Avoid a penalty by making your payment by the due date)

Account number: 123456

E-banking number: 1234567

Mailing address for payment

WorkSafeBC

PO Box 9600 Stn Terminal

Vancouver BC V6B 5J5

- Allow five days for bank processing
- If paying by cheque, return this payment stub and your cheque payable to WorkSafeBC in the enclosed envelope
- Payment will be applied to oldest outstanding balance

Have you reported your payroll?

Payment amount \$ .

TEST ACCOUNT

Do not write below this line

4000 000001234567 000200202010 000000000000 0000000000 000000 -

Line A

Line B

Line C

Line D

Line E

Line F

Line G

Line H

Line I

Line J

Line K

Line L

Line M

Line N

**Line F:** For 2023, WorkSafeBC insured payroll to a maximum of \$112,800 per worker or active shareholder. If any of your workers exceeded this amount in 2023, calculate the difference and enter the amount on Line F. For your convenience, you will find a worksheet on page 6 of this guide to help you calculate excess payroll for all your workers. Keep in mind: If your company is audited, WorkSafeBC may ask to review your worksheet, so please keep it for your records. If you're filing a report for a different year, check the maximum assessable payroll on your form for that year. (Note: A deduction for excess earnings may not be made from gross payments to contractors unless supported by the contractors' payroll records.)

**Line G:** To calculate your assessable payroll, subtract the figure on Line F from the figure on Line E. Enter the total on Line G. Assessable payroll includes your total wages, salaries and shareholder earnings, payments to subcontractors, and Personal Optional Protection (if applicable), minus excess payroll for the reporting year.

**Line H:** Your net rate is expressed as a percentage of your assessable payroll. This number includes your industry base rate and your experience rating discount or surcharge, if applicable. **Please do not change this figure.**

**Line I:** To calculate your premium for each classification, multiply the amount on Line G by the percentage on Line H. For example, if your assessable payroll on Line G is \$50,000 and your net rate on Line H is 3.5%, your premium would be \$1,750. You would enter this amount on Line I.

**Line J:** Re-enter the amount from Line I on Line J. If you have more than one classification, remember to add all the figures from Line I before entering your premium on Line J.

**Line K:** The pre-printed amount in this section includes credits to your premium for the year, such as your quarterly payments or Personal Optional Protection premium payments. **Please do not change this pre-printed information.**

**Line L:** To calculate your subtotal, subtract the amount on Line K from the amount on Line J. Enter this amount on Line L.

**Line M:** The pre-printed amount in this section includes any additional credits applied to your account as a result of a reclassification or account adjustment. This figure is valid as of the date your form is printed. Adjustments made to your account after that date may change the amount in this section.

**Line N:** To determine the amount due, subtract the amount on Line M from the amount on Line L. Enter this amount on Line N and in the "Payment amount" box on the payment stub. If a credit is due, enter "zero" in the "Payment amount" box. The credit will be applied to your account. If Line N is less than \$5.00, you do not need to remit the amount at this time.



## Step 2: Report your payroll

After calculating your premium, you must report your payroll information to WorkSafeBC using one of the two options provided. Even if no money is owed, you must still report your payroll information. If you do not report it by the due date, we will impose a penalty.

**Option 1:** Report your payroll online at [worksafebc.com/online-report-and-pay](https://worksafebc.com/online-report-and-pay). You will receive a confirmation number to record.

**Option 2:** Report your payroll by mail. The form must be signed by the employer or a person who is authorized to sign on the employer's behalf. Complete the contact information and mail the form in the enclosed envelope.

Either way, please keep a copy for your records.

## Step 3: Make your payment

There are a number of ways to make your payment:

- At [worksafebc.com/online-report-and-pay](https://worksafebc.com/online-report-and-pay).
- Online with most financial institutions (use the E-banking number on the stub).
- In person at financial institutions.
- By sending a cheque in the enclosed envelope. Please remember to include your E-banking number or attach your payment stub. Please do not drop off payments at our offices at this time.

**Note:** You will need to enter your E-banking number — as your account number or customer number — if you add WorkSafeBC as a payee for online banking at your financial institution. (Reference the circled E-banking number on the sample report; you'll find your individual E-banking number in the same location on your report, as well as on the stub.)



# Worksheet

Your WorkSafeBC account number:

Reporting year:

## Calculating subcontractors' payments (Line C)

### Should I include payments made to all subcontractors?

Not necessarily. You are required to include payments to subcontractors only if you are responsible for paying premiums for their coverage. In other words, if a subcontractor has an independent business existence and you are not required to pay premiums on their behalf, you are not required to include payments made to the subcontractor in your calculation. But remember: You are responsible for reporting payments made to subcontractors that are not independent businesses. For more information on this, please visit [worksafebc.com/insurance](https://www.worksafebc.com/insurance). Please use the worksheet below to calculate payments to subcontractors that you are responsible to cover. Keep this worksheet with your records. Do not mail this worksheet to WorkSafeBC unless requested.

### Should I include payments made to contractors who are registered with WorkSafeBC?

In most cases, no. WorkSafeBC registers contractors who operate as independent businesses. However, a contractor's operations may change, and a contractor who is registered may not be independent for every contract.

If a contractor you hire is not making required payments to WorkSafeBC, you could be liable for insurance premiums owing in connection with the work or service being performed on your behalf. To protect your interests, always request a clearance letter before a contractor starts working for you, and again before you make the final payment to the contractor. You can [get a clearance letter](#) within minutes and take advantage of the clearance alert system.

### If the contractor supplied only the labour, what should I report?

If the contractor supplied only labour, or labour plus minor materials such as nails, drywall tape, or putty, enter the gross contract value in the Amount 2 column below. Generally, you should not include subcontractors who have supplied all major materials for a set contract price. Major materials in these cases include materials necessary to complete the job, such as lumber, shingles, or tile or cement for a building construction contract. However, you should obtain clearance letters on these subcontractors to ensure they're registered and up to date on their premiums.

### If the contractor supplied the equipment and operator, what should I report?

In the Amount 1 column below, enter the gross value of the contract. Then, refer to the table at the bottom of this page to see if an equipment allowance applies. If it does, deduct the equipment allowance from Amount 1, and record the result in Amount 2. For example, if you paid a falling contractor \$1,000, you would enter this amount in Amount 1. Since we grant a 15% equipment allowance for chainsaws, you would then enter \$150 in the equipment allowance column. You would then enter the difference, \$850, in Amount 2. If the contractor does not qualify for an equipment allowance, enter the gross value of the contract in Amount 2.

Subcontractor's name	Address	Type of contract	Amount 1	Equipment allowance	Amount 2

Total: Transfer the total from Amount 2 to Line C of your form

## Equipment allowance

Equipment type	Examples	Allowance
Chainsaw	Chainsaws as used in forest industry and line-cutting contracts only	15%
Medium equipment	Single-axle motor vehicles in the trucking/delivery/courier industry.* Motorcycles used in the delivery/courier industry. Single-axle trucks used for construction cleanup. Pilot cars. Light-duty excavating equipment such as backhoes, front-end loaders, and bobcats. Mobile welding units. Oil-well servicing equipment such as wireline fracturing, hot-shot service, ambulance/first aid service. Agricultural equipment such as tractors, hay balers, harvesters, combines, and hoof trimmers. Horses used as part of a horse-logging contract. Boom boats as used in the forest industry. Fishing boats as used in the fishing industry.	40%
Heavy equipment	Skidders, feller bunchers, grapple loaders, or similar heavy equipment used in the logging industry. Tracked earth-moving equipment such as bulldozers and excavators. Graders. Dual-axle trucks such as logging trucks, tractor-trailer trucks, dump trucks, and oil rig transport trucks. Oil-well drilling equipment. Mobile cranes.	75%

\* There are no equipment allowances for crew transportation equipment such as pickups and crummies.

# Worksheet

## Calculation of excess payroll (Line F)

### Excess payroll

For 2023, WorkSafeBC insured payroll up to a maximum of \$112,800 per worker or active shareholder. If you're filing a report for a prior year, check the maximum assessable payroll on Line F of your form. If any of your workers exceeded the maximum for the year, calculate the difference and enter the total on Line F. For example, if one of your workers earned \$115,000 in 2023 and another earned \$120,000, your company's excess payroll for 2023 would be \$9,400.

### How do I calculate excess payroll for 2023?

First, enter the names and gross earnings of all workers and active shareholders who made more than \$112,800 in 2023. Note: If you're filling it out for a different year, check the maximum assessable payroll on your form for that year. Enter the subtotal on Line X of the worksheet below. Then, multiply the number of people on your list by \$112,800. Enter that total on Line Y of the worksheet. Finally, subtract the amount on Line Y from the subtotal on Line X. Record the total on Line Z and on Line F of your report. Note: A deduction for excess earnings may not be made from gross payments to contractors unless supported by the contractors' payroll records. Keep this worksheet with your records; do not mail it to WorkSafeBC unless requested.

Name	Gross earnings	Name	Gross earnings
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.			
10.		Subtotal	(X)
11.		Multiply the number of people listed on your worksheet by the maximum assessable payroll. For example, if you are reporting for 2023 and there are 10 workers on your list, enter \$1,128,000.	(Y)
12.		Subtract Line Y from Line X. Record this total on Line Z and in Line F of your report.	(Z)

### Employer Service Centre

Phone: 604.244.6181 (Lower Mainland)

Toll-free: 1.888.922.2768 (Canada)

Hours of operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

### WorkSafeBC

PO Box 5350 Stn Terminal

Vancouver BC V6B 5L5

This guide explains how to complete the Annual Payroll Report and Payment. It is subordinate to the *Workers Compensation Act*, published policy of the Board of Directors, and the decisions and interpretations of WorkSafeBC.