

Information Bulletin

March 7, 2022

Attention: Self-Managed Personal Care (SMPC) Program Contractors & Bookkeepers

Subjects: Submission of Forms – Contact Reminder

Reporting Forms – what to submit and how?

As sited on page 18 of the Self-Managed Personal Care Reference Manual, we would like to take this opportunity to remind you of the following contact information for the submission of all SMPC reporting forms. Please ensure that each document is sent to the correct corresponding fax #, and within the specified time frames.

What Do I Have to Submit?

Monthly

What Forms?	When Do I Submit It?	How Do I Submit It?	Form #
Self Managed Personal Care Invoice	By the 15 th day of the following month	Fax to (604) 233-9777 or toll-free 1 (888) 922-8807	83W134
Bank statements, payroll summary reports, invoices, cheques and/or electronic bank transfers	By the 15 th day of the following month. You are encouraged to submit these forms as close to the date of invoice submission as possible to expedite validation and payment processing	Fax to (604) 276-5194 or toll-free 1 (888) 922-8807	Not applicable
E-PD7A Statement of Account for Current Source Deductions (copy)	Monthly or quarterly as determined by CRA	Fax to (604) 276-5194 or toll-free 1 (888) 922-8807	Not applicable
Monthly Reconciliation Report	By the 15 th day of the following month	Fax to (604) 276-5194 or toll-free 1 (888) 922-8807	83W6
Self Managed Personal Care ("SMPC") Biannual Update	June 30 and December 31	Fax to (604) 233-9777 or toll-free 1 (888) 922-8807	Write "83W133" on the bottom left corner of each page

Annually

What Forms?	When Do I Submit It?	How Do I Submit It?
Copy of T4 Summary and individual T4 slips to employees	By end of February of EVERY year	Fax to (604) 276-5194 or toll-free 1 (888) 922-8807
Clearance Letter from WorkSafeBC		

You can locate the most up-to-date version of the Reference Manual, reporting forms, and recent Bulletins on our website at [Self-Managed Personal Care - WorkSafeBC](#)

Please do not hesitate to reach out to us if you have any questions/concerns.

Contact us

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For more information about other health care programs at WorkSafeBC, please visit us online at <https://www.worksafebc.com/en/health-care-providers>.