

Payroll Reporting and Payment: Online Services Portal

Follow these steps to report your payroll and/or make a payment through your online services account.

1. Log in to your [WorkSafeBC online services account](#).
2. In the “Insurance” tab under the “Payroll report status” tile, click **Report payroll**.

Payroll report status

Annual report:
! Estimate on file

[Go paperless](#) [Report payroll](#)

3. On the “Payroll report” page, select the payroll report that you would like to file by clicking **Submit actual payroll** under the “Status” column.

Please select the report you would like to submit

| Quarter | Report due | Status |
|-------------------------------------------|------------------|-----------------------------------------------------|
| Q1 - January 1, 2025 to March 31, 2025 | April 20, 2025 | ! Estimated - Submit actual payroll |
| Q2 - April 1, 2025 to June 30, 2025 | July 20, 2025 | ! Overdue - Submit actual payroll |
| Q3 - July 1, 2025 to September 30, 2025 | October 20, 2025 | |
| Q4 - October 1, 2025 to December 31, 2025 | January 20, 2026 | |

Please select the Annual Payroll Report and Payment

| Year | Report due | Status |
|------|-------------------|-----------------------------------------------------|
| 2024 | February 28, 2025 | ! Estimated - Submit actual payroll |

4. On the next page, you can start your payroll report by following the steps.

Start your report

Account number:
Legal name:
Trade name:

1 **Start report** 2 Report payroll 3 Review and submit 4 Print confirmation 5 View balance or pay

- **Start report:** Enter the details of the person completing the report and click the checkbox that certifies you to report. Click **Continue** to move on to the next step.
- **Report payroll:** Enter the payroll information for each classification unit (if your account has more than one). Click **Continue** to move on to the next step.

Reporting year: 2024
Report due: February 28, 2025

Classification Unit: 742015 - Wholesale

Please refer to our [Guide to completing your Annual Payroll Report and Payment](#) and for quick reference aids on assessable payroll, see Appendices A, B, and C in our [Assessable Payroll Practice Directive](#) if you need more information.

Your net premium rate is 0.43% of assessable payroll and is based on your classification. ?

Wages, salaries, and shareholders' earnings ?
Please note: shareholders' earnings apply to corporations only

Payments to subcontractors ?

Deductions

Excess payroll ?
Amount exceeding the annual maximum of \$116,700 per worker

Next classification

Classification Unit: 712040 - Truck Body or Trailer Manufacture +

Continue

- **Review and submit:** Review the details of the report and click **Submit report**.
- **Print confirmation:** Save or print your receipt.
- Click **Continue to payment** to proceed to the next step.
- **View balance or pay:** Enter the amount you would like to pay and click **Continue**. If you do not wish to make a payment at this time, click **Exit**.

Note: Save or print your receipt for your records as our system does not save a copy for you to retrieve later.