# Reporting Payroll

### What is an Employer Payroll Statement?

An Employer's Payroll Statement (EPS) is an important WSCC form used to collect information on your business operations that determines your assessment (or premium). This information is collected annually and you are required by law to complete the form for each year your business is in operation.

The form has three sections:

- Actual Payroll and Estimated Payroll: Here you're asked questions on your payroll for the previous year and also requested to estimate what your payroll will be for the upcoming year.
- General Information: This section asks you a variety of questions concerning your business operations (i.e. its location and address, what the nature of your business is, what equipment you use, whether you hire subcontractors, etc.).
- Employment Data: This section asks you to specify the number of workers you have, whether they are full-time or part-time, the average number of hours per week worked by each worker, and the number of months working during the year.

You get your Employer Payroll Statement toward the end of each calendar year. Under section 72 of the Workers' Compensation Act(s) the deadline for returning your Employer Payroll Statement to the WSCC is always February 28th.

### What if I don't submit my Employer Payroll Statement?

If your Employer Payroll Statement is not received by the due date a 15% penalty will be applied to your account and your estimated payroll for the coming year will be deemed at 115% of the last years estimated payroll.

### Is there a need to revise my estimated payroll?

Yes.

Payroll revisions should be submitted to the WSCC whenever you notice your payroll estimate changes significantly. You should complete the Payroll Revision Form. This form can be faxed to (867) 873-4596 in the NWT, or to (867) 979-8501 in Nunavut.

### Is there a penalty for underestimating my payroll?

Yes.

In 2009 Policy 02.05 Reporting Payroll was revised by the WSCC Governance Council. The revised policy introduced a new penalty which may be applied if employers knowingly underestimate their payroll by 25% or more in any year. The penalty is an additional 10% on the assessment for the underestimated portion over 25%.

To allow time for employers to understand and adjust, the WSCC will only begin applying penalties for underestimating in 2010 based on your 2009 payroll. To avoid this penalty it is essential that you report significant changes in your payroll estimate throughout the year.

**If I have a term and/or seasonal account how do I report my payroll?**

If you have a term or seasonal account you need to report an estimated payroll at the beginning of your contract and the actual payroll at the end of the contract. Once your contract is complete, and if you don't think you'll have any more activity in the NWT or Nunavut for the rest of the year your account will be inactivated until you need it again.