

# Frequently Asked Questions

## Employer Registration

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### ***I am an employer. Do I need to have workers compensation coverage?***

All employers who operate in Prince Edward Island for any period of time, and have one or more workers, are required to have workers compensation coverage. All employers must register with the WCB and renew their registration annually, including both new and existing businesses. The only exceptions are employers in industries that are excluded from the *Workers Compensation Act*.

### ***What are the benefits of WCB coverage?***

With WCB coverage,

- Your workers receive benefits and services to help them recover from workplace injuries.
- Your business is protected from lawsuits related to workplace injuries.

WCB coverage covers all of your workers, including temporary or part-time workers, seasonal workers, or family members on your payroll.

### ***How much does coverage cost?***

The amount you pay is based on every \$100 of assessable payroll multiplied by your assessment rate.

Your assessment rate is the group rate for your industry or your experience rate. Employers who are experience rated and have a history of claims costs higher than the group average may pay a surcharge. Those with lower claims costs could receive a discount.

### ***What are my payment options?***

You can pay your assessments annually, semi-annually or monthly. Payment is due 30 days from the date of your statement. You can pay through [WCB Online Services](#) or through any bank or credit union (either in person or online). We also accept payment by cheque, credit card, cash, debit or pre-authorized debit.

### ***What are my registration requirements?***

When you register for the first time, and every year when you renew your registration, you must report an estimate of your payroll for the current year, along with your actual payroll from the previous year. This is due by February 28<sup>th</sup> each year. You can register and renew through [WCB Online Services](#) or submit the registration form to the WCB office. We will send you a registration reminder every year.

### ***Do I have to renew my registration each year?***

Yes, if you have one or more workers you must renew your WCB coverage by the registration deadline of February 28<sup>th</sup> each year. Your renewal must be received by this date to avoid penalties for late filing. When you renew you must report your actual payroll for the previous year and an estimated payroll for the current year. When calculating your payroll actuals and estimates, use the calendar year January 1 to December 31.

### ***How do I report payroll?***

When calculating your payroll actuals and estimates, use the calendar year January 1 to December 31. When estimating payroll, use your best guess. Payroll can be revised throughout the year if needed. There is a maximum earnings level each year.

### ***Who should be included in payroll?***

Include all of your workers, including temporary or part-time workers, seasonal workers, or family members on your payroll. See [Payroll Reporting Guidelines](#) for more information.

Do not include owners, directors, partners or proprietors as they do **not** have coverage automatically. They can get coverage separately through Personal Coverage which is voluntary workers compensation coverage. It provides the same protections as workers have under the *Workers Compensation Act*. See the [Personal Coverage FAQ](#) for more information.

### ***What if I work with Sub-contractors?***

If you work with sub-contractors who have workers, you should ask the WCB for a clearance letter before hiring them. A clearance letter is confirmation from us that the contractor's account is in good standing. If you do not get a clearance letter from us, as the Principal you should include the labor portion of the contract in your assessments paid to the WCB. You can request a clearance letter through [WCB Online Services](#) at [www.wcb.pe.ca](http://www.wcb.pe.ca). You can also contact us at 902-368-5680 or toll-free in Atlantic Canada at 1-800-237-5049 for a clearance letter.

### ***What if I work with an Independent Operator?***

If you work with subcontractors who are independent operators (self-employed individuals who have no workers) you should know that they are not required to register for WCB coverage. Do not include independent operators in your registration. An independent operator may apply to purchase their own WCB Personal Coverage, which provides protection for the independent operator and those who hire them. If you hire an independent operator without Personal Coverage you may be vulnerable to lawsuit in the event of a workplace accident.

If you are not sure if an individual you hired is an independent operator, ask the individual for a WCB clearance letter indicating their status, or have the individual contact the WCB to determine if they are a worker or independent operator.

### ***What happens if I have workers outside of PEI?***

If you are based in PEI and have workers outside of the province, you must submit a written request to the WCB to extend coverage. You should report to the WCB for the province or territory where they will be working. You may need to register with the WCB in those provinces or territories. If you must pay the WCB in another jurisdiction, you will not have to pay for the same payroll in PEI. You can deduct those wages from the total payroll that you report to us. See [Payroll Reporting Guidelines](#) for more information.

### ***What if I have workers engaged in interjurisdictional trucking and transport?***

If you are an employer in the trucking and transport industry and have workers that drive outside of PEI, you may want to consider the Alternative Assessment Procedure (AAP) program. This program simplifies the registration process and payment of WCB assessments for employers. It's free, simple and convenient. Contact the WCB for more information.

### ***Where can I get more information?***

More information is available on our website at [www.wcb.pe.ca/Employers](http://www.wcb.pe.ca/Employers). If you have any questions, you can reach us by phone at 902-368-5680 or toll-free in Atlantic Canada at 1-800-237-5049. You can also reach us by email at [safetymatters@wcb.pe.ca](mailto:safetymatters@wcb.pe.ca).