

News for accountants and bookkeepers

from the Workplace Health, Safety and Compensation Commission

The following is important information for completing your clients' 2010 annual employer statements which will be mailed to them mid-January 2011.

Submit Annual Employer Statements online in 2011

Starting in January, employers can submit their Annual Employer Statements online. This new service is a fast, easy and convenient way for employers to meet their annual reporting requirements. Some of the benefits of submitting these statements online include:

- Immediate confirmation of submission;
- Upload contractor data files;
- Secure submission environment;
- Customized forms;
- Tools to help improve PRIME compliance; and
- Error checking.

If your client is already registered for **connect**, the Commission's web portal, you should contact their onsite employer administrator to set you up to submit their employer statements online.



If your client is not registered for **connect**, you can still file online by registering for **fastfile**. In **fastfile**, a temporary account is set-up using the access code printed in the top right hand corner of their Employer Payroll Statement. It is important that you obtain the Annual Employer Statement package from your client.



Changes to 2010 subcontractor reporting

Employers are no longer required to report a contractor on their annual contractor statement **if** they obtained the appropriate clearance letter (or **connect** clearance status) on that contractor for the full contract period.

Maximum assessable earnings

The maximum assessable earnings for 2010 is \$51,235 per worker. The maximum assessable earnings for 2011 will be \$51,595 per worker.

Completing the 2010 Annual Employer Statements manually

If completing a paper copy of the Annual Employer Statements, encourage your clients to give you the **original package** mailed by the Commission. **Do not copy or amend** a client's statement to be used for another client. A postage-paid envelope will be included in each employer statement package. Please mail or deliver the completed statements to one of our offices by **February 28, 2011**. Failure to meet this deadline will result in your client forfeiting their PRIME refunds and receiving a delay in reporting penalty.

PRIME Refunds

The 2010 PRIME Refund section of the Employer Payroll Statement and an Occupational Health and Safety Statement for each worksite must be completed in order for your client to be considered for a refund under PRIME. Encourage your clients to lower their assessments through the PRIME program.

Payment Plans

Your client can pay their 2011 assessments through a deferred payment plan. There are several options available including an interest free payment plan for employers who qualify. To determine if an employer qualifies for an interest free payment plan or to discuss payment plan options, please contact us at 709-778-1125.



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