

Employer's Payroll Statement for 2011 and Estimate for 2012

YOU MUST COMPLETE AND RETURN ALL SECTIONS BY FEBRUARY 28, 2012.
Late submissions result in a penalty of 15% of your provisional assessment.
PLEASE RETAIN A COPY FOR YOUR RECORDS.

SECTION 1

Employer Number	2011 Rate per \$100 of Payroll	For WSCC Use Only
Employer Subclass	2012 Rate per \$100 of Payroll	
Employer Name and Address	Changes to Employer Information	
	Name	
	Address	
Phone	Cell Phone	Contact Name
Fax		Trade Name
Email		2012 YMIR

PLEASE ATTACH LABEL PROVIDED

EMPLOYER INFORMATION: PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS. Indicate "n/a" where not applicable.

Where are your accounting and payroll records kept? (address)
Name and contact information for the person in your company who handles WSCC claims.
Where are you operating in the Northwest Territories? (addresses or geographic locations)
Where are you operating in Nunavut? (addresses or geographic locations)
Describe in detail the nature of your business, and equipment used in the Northwest Territories and/or Nunavut:

LIST ALL OWNERS, PARTNERS, OR REGISTERED DIRECTORS. Attach list if required.

NAME	POSITION

LIST ALL RELATED BUSINESS (see Guide for definition). Attach list if required.

NAME OF BUSINESS	ADDRESS	WSCC EMPLOYER NUMBER (if known)

*** Please detach this perforated strip to release pages ***

EMPLOYER NAME	EMPLOYER NUMBER
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SECTION 2 – ACTUAL 2011 PAYROLL INFORMATION AND ESTIMATE FOR 2012

	NORTHWEST TERRITORIES	NUNAVUT	
1. Total gross earnings of all workers	\$	\$	Include all wages, salaries or remuneration (before deductions) as per 2011 T4 summary.
2. Subtract – non assessable total gross earnings (included in line 1)	\$	\$	For Corporations – Executive Officers/Directors For Partnerships – Partners For Sole Proprietors – Owners
3. Subtotal (1 - 2)	\$	\$	Total Gross Earnings of all assessable workers during 2011.
4. Subtract – excess earnings	\$	\$	2011 Earnings in excess of the YMIR (\$82,720.00) per individual.
5. Subtotal (3 - 4)	\$	\$	Total assessable payroll for 2011.
6. Add – other	\$	\$	Use this section to report payments to contractors and subcontractors not registered with the WSCC, or whom the WSCC advised were workers during 2011.
7. Add – casual labour	\$	\$	Use this section to report payments to all casual labour NOT reported on T4s.
8. Subtotal (5 + 6 + 7)	\$	\$	Total Assessable Earnings during 2011.
9. Subtract – gross earnings in other jurisdictions	\$	\$	Gross earnings (included in line 8) for work performed and reported to other provinces during 2011. For workers working in more than one jurisdiction, refer to the Guide.
10. Total Assessable Payroll (8 - 9)	\$	\$	Total Northwest Territories and Nunavut 2011 assessable payroll.
11. Estimated Assessable Payroll for 2012	\$	\$	Total estimated assessable payroll for 2012 (up to YMIR, \$82,720.00 per worker).

IF REPORTING ZERO PAYROLL FOR BOTH JURISDICTIONS FOR 2012 AND YOU HAVE NO SUBCONTRACTORS, WE WILL CLOSE YOUR WSCC ACCOUNT.

IF REPORTING ZERO PAYROLL AND YOU HAVE SUBCONTRACTORS, YOU MUST REMIT A \$50.00 MINIMUM PAYMENT WITH YOUR APPLICATION. YOU MAY PAY BY VISA OR MASTERCARD USING THE ENCLOSED AUTHORIZATION CARD.

PLEASE LIST ALL SUBCONTRACTORS FOR 2011. Attach additional list if required.

LEGAL OR TRADE NAME	WSCC EMPLOYER NUMBER	AMOUNT	DESCRIPTION OF WORK	REPORTED ON LINE 6 – Y/N

Did you close or sell your business during 2011? CLOSED SOLD

EMPLOYER NAME	EMPLOYER NUMBER
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SECTION 3 – EMPLOYMENT DATA

When entering the employment data, do not include Owners or Directors.

SEE GUIDE FOR FURTHER DETAILS.

FOR THE NORTHWEST TERRITORIES:

TYPE OF POSITION	TOTAL NUMBER OF POSITIONS	AVERAGE NUMBER OF HOURS FOR EACH POSITION PER WORK WEEK	NUMBER OF MONTHS WORKED PER YEAR
Full-time			
Part-time			

FOR NUNAVUT:

TYPE OF POSITION	TOTAL NUMBER OF POSITIONS	AVERAGE NUMBER OF HOURS FOR EACH POSITION PER WORK WEEK	NUMBER OF MONTHS WORKED PER YEAR
Full-time			
Part-time			

I CERTIFY THE INFORMATION PROVIDED ON THIS EMPLOYER PAYROLL STATEMENT IS CORRECT. TO KNOWINGLY SUBMIT A FALSE STATEMENT MAY CONSTITUTE A CRIMINAL OFFENCE.

Completed by: (Please Print)		Signature:	
Position:		Date:	
Phone Number(s):	Fax Number(s):	Email Address:	

The WSCC is developing electronic Employer Payroll Statements (EPS) and billing statements. In anticipation of this 2013 service, we are collecting electronic contact information. Please provide an email address to receive your future electronic EPS and billing statements.

Email: _____

YOU MAY FAX THIS DOCUMENT TO US. IT IS UNNECESSARY TO SEND THE ORIGINAL IF FAXED. PLEASE ENSURE ALL PAGES CONTAIN YOUR EMPLOYER NAME AND NUMBER.

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