



# **How to submit an Employer's Payroll Statement**

Saskatchewan Workers' Compensation Board

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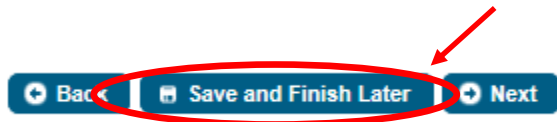
## Completing your online Employer's Payroll Statement (EPS)

There are two methods you can use to submit your EPS online:

1. Fast File EPS – this service allows you to send your EPS online without any special registration. Anyone who has the access code and firm number found on the form we sent you can send the EPS using Fast File.
2. Online account – employers who have set up an online account can send their EPS through this account.

## Saving your Employer's Payroll Statement

You may save your form at any time and return to it at a later date by clicking the "Save and Finish Later" button.



The form must be submitted for it to be considered sent to the Saskatchewan Workers' Compensation Board (WCB) and completed.

### Employer's Payroll Statement saved

The online EPS allows you to save your information and finish it at a later time. Saving your EPS does NOT submit it to our office. Please ensure you "Submit" your EPS before February 28, or you will be charged a penalty and coverage may be cancelled. Once you submit your EPS you will be given a confirmation number which you should record.  
To review your saved Employer's Payroll Statement please go to the Fast File application.

Interested in learning more about Online Services available to employers?

Click [HERE](#) to see the benefits , or register [HERE](#) for a WCB Online Account.

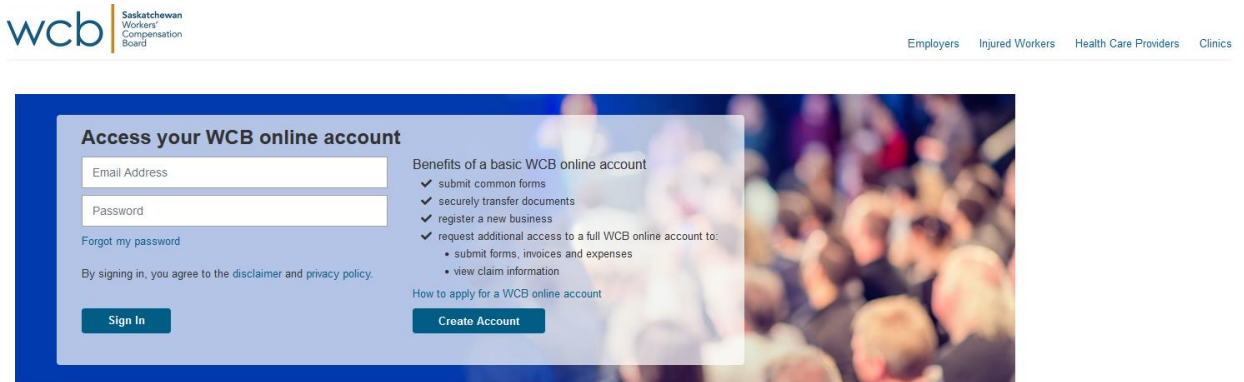
Click [HERE](#) for help with registering for a WCB Online Account.

# Employer's Payroll Statement – Fast File or secure sign in

## Using Fast File

1. Navigate to the secure sign in main page ([myaccount.wcbask.com/online-services](https://myaccount.wcbask.com/online-services)).

Under the “Employer” option there are two links.



## Select your current relationship to the WCB

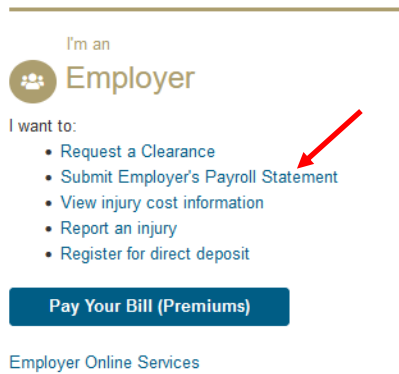
The page is divided into three columns based on user role:

- I'm an Employer:** Includes a 'Pay Your Bill (Premiums)' button and a list of services: Request a Clearance, Submit Employer's Payroll Statement, View injury cost information, Report an injury, Register for direct deposit.
- I'm an Injured Worker:** Includes a list of services: Report an injury, View claim information, View payments, Submit expense forms and receipts, Submit an appeal, View appeal status, Register for direct deposit, Upload documents and files or send a message.
- I'm a Health Care Provider:** Includes a list of services: Submit invoices, View payments, Claim number search, View client information (Secondary/tertiary treatment teams and assessment centres), Online reporting (Physiotherapists, physicians and chiropractors), Register for direct deposit.

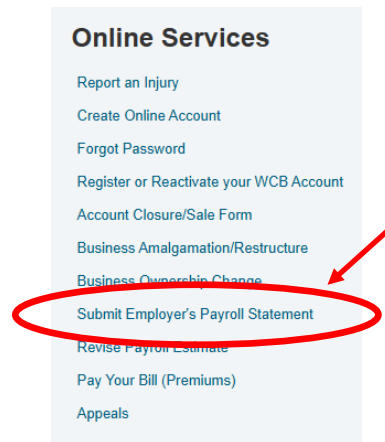
At the bottom, there are three informational boxes:

- Online Services:** Report an Injury, Create Online Account, Forgot Password, Register or Reactivate your WCB Account, Account Closure/Sale Form, Business Amalgamation/Restructure, Business Ownership Change, Submit Employer's Payroll Statement, Revise Payroll Estimate, Pay Your Bill (Premiums), Appeals.
- FAQs:** How can I reset my password?, What is an account administrator?, Can I give WCB Online Account access to additional people?, How do I modify agent access?, How long does it take for my account to be approved?, I got an error message on the website. What should I do?, How do I save and review the forms I filled out in my WCB Online Account?, Online Services instructional video, Batch medical invoice information for software vendors. Includes a 'See All FAQs' button.
- Contact:** Hours of Operation (Monday to Friday, 8:00 a.m. to 4:47 p.m. Central Standard Time), Phone: 306.787.4370, Toll-Free: 1.800.667.7590, Fax: 306.787.4311, Toll-Free Fax: 1.888.844.7773, Head Office (200-1681 Scarth St, Regina SK S4P 4L1), Saskatoon Office (800-122 1st Ave. S, Saskatoon SK S7K 7E5). Includes a 'Contact Us' button.

One link is under “I’m an Employer.”



The other link is under “Online Services.”

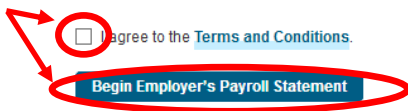


2. The Fast File – Employer’s Payroll Statement application will open and you have to agree to the terms and conditions by selecting the “I agree” checkbox. Click “Begin Employer’s Payroll Statement” to begin the form.

## Fast File - Employer's Payroll Statement

### Terms of Use

Welcome to WCB Online Services. By using our services you agree to our [Terms and Conditions](#).



Locate your personalized WCB firm number and access code found on your mailed Employer’s Payroll Statement letter.

Enter your WCB firm number, access code and a valid email address, then click “Submit.”

## Fast File - Employer's Payroll Statement

### Fast File Logon

**⚠** To avoid errors, please do not use the “Back” or “Forward” button of your browser (located at the top left side) while completing your EPS. Use the “Back” or “Next” button at the bottom of the sections.

Please note: If you are unable to complete your EPS, you will be able to save and finish later.

For more information, please read the [Fast File EPS FAQ](#)

Where is my Access Code?

Firm Number: \*

Access Code: \*

Email Address: \*

We will send a confirmation email to this address once this EPS has been submitted. Please use an email address you can be contacted at.



Or

## Sign in with your WCB online account

1. If you have an existing account, log in using your username and password.



**Access your WCB online account**

Email Address

Password

[Forgot my password](#)

By signing in, you agree to the disclaimer and privacy policy.

**Sign In**

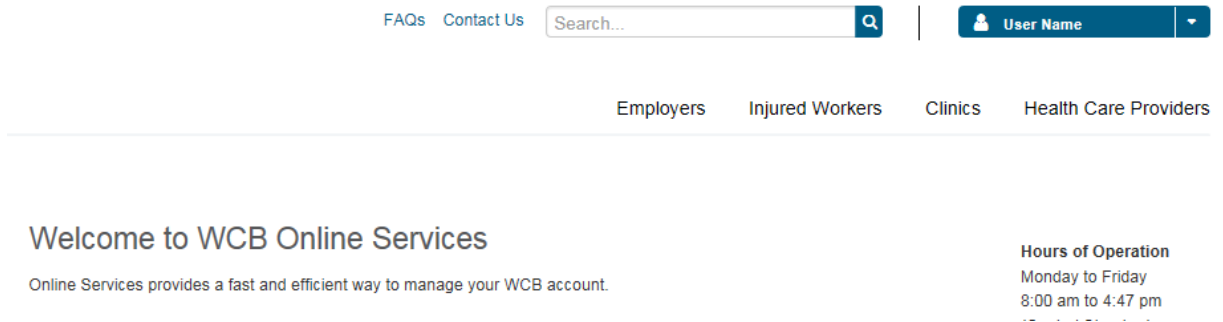
**Benefits of a basic WCB online account**

- ✓ submit common forms
- ✓ securely transfer documents
- ✓ register a new business
- ✓ request additional access to a full WCB online account to:
  - submit forms, invoices and expenses
  - view claim information

[How to apply for a WCB online account](#)

**Create Account**

2. A successful sign in will take you to the “Employer Welcome” page.



FAQs Contact Us Search... | User Name

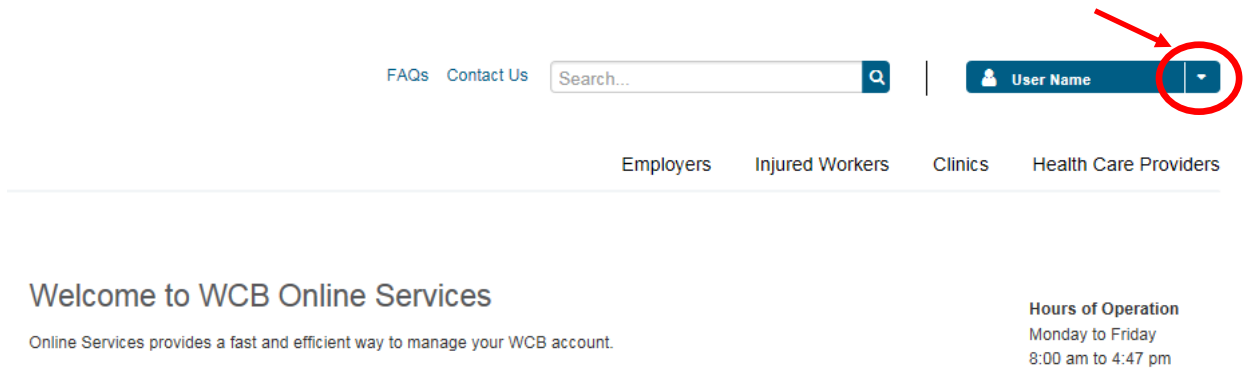
Employers Injured Workers Clinics Health Care Providers

### Welcome to WCB Online Services

Online Services provides a fast and efficient way to manage your WCB account.

**Hours of Operation**  
Monday to Friday  
8:00 am to 4:47 pm

3. Click the drop-down menu in the top right corner, with your name.



FAQs Contact Us Search... | User Name

Employers Injured Workers Clinics Health Care Providers

### Welcome to WCB Online Services

Online Services provides a fast and efficient way to manage your WCB account.

**Hours of Operation**  
Monday to Friday  
8:00 am to 4:47 pm

- Click on the “Employer’s Payroll Statement” available under the “Payroll” section on the “Employers Dashboard.”

wcb Saskatchewan Workers' Compensation Board

Injury Payroll Form History Clearance Business Reports

Online Services > Employers

### Employers Dashboard

Manage your WCB account quickly and efficiently through the Online Services Dashboard.

- Injury**
  - Report a Workplace Injury
  - Employer Request of Information (EROI)
  - Employer Claim Details
- Payroll and Bill Payment**
  - Employer's Payroll Statement**
  - Revise Payroll Estimate
  - Pay Your Bill (Premiums)
  - Statement of Account
- Review Forms**
- Letter of Good Standing / Clearance**
  - Letter of Good Standing
  - Request Clearance
  - Clearance History
  - Automatic Clearance Verification
  - Term Clearance
- Update Account**
  - Register or Reactivate your WCB Account
  - Account Closure/Sale Form
  - Business Amalgamation/Restructure
  - Business Ownership Change
  - Account Information
  - Employer Claim Access Authorization (EREP)
  - Request Third Party Access (LREA)
- Claim Reports and Premium Rate**
  - Injury Cost Information
  - Experience Summary - 16C1 Report
  - Annual Costs Per Claim - 16C2 Report
  - Total Costs Per Claim - 16C3 Report
  - Premium Rate Notice
  - Claim Payment History

## Fast File - Employer's Payroll Statement

Thank you for using our online services!

Please ensure you submit your EPS by **February 28, 2025** to avoid late filing penalties.  
[View information about penalties.](#)

Every firm who receives an EPS notification **MUST** submit to our office by the deadline. If you are no longer operating your business in Saskatchewan or do not need coverage, you need to file to advise us of this change.

Before you begin, please make sure you have:

- Your completed T4 information. (This includes a summary and information on the amount of excess wages).
  - [View information about maximum assessable earnings.](#)
  - Download our ["Calculating assessable earnings on the EPS" tool](#).
- Detailed information about all contractors you hired in the previous year including the name of the person/business, address, description of work, and total amount paid in 2024.
  - IMPORTANT:** If your firm has more than 200 contractors to report, you will not be able to submit your EPS online. Please do not proceed with the online submission. Contact our office for further instruction.
  - Download ["WCB's contractor reporting template"](#) to help organize your contractor information and upload it to your online EPS.


### NEW IN 2025

**Important information on Director Coverage** - Effective January 1, 2025, the definition of a worker no longer includes directors receiving wages reported on a T4. This means coverage for directors carried on payroll is now optional.

To be covered, directors must request and qualify for Optional Personal Coverage in Section 3 of the EPS. To learn more about personal coverage, please see [Independent Worker Coverage \(POL 13/2020\)](#).

Do not include any directors' T4 earnings in your 2025 wage estimate. 2024 directors' T4 earnings must be included in 2024 actual wages. More instructions will be provided in Section 2 of the EPS.

For more information on this change, please see [Coverage – Directors \(POL 14/2014\)](#).

 To avoid errors, please do not use the "Back" or "Forward" button of your browser (located at the top left side) while completing your EPS. Use the "Back" or "Next" button at the bottom of the sections.

 Next

## Section 1: Business information

In section one, if you have closed, sold, stopped operations or stopped employing workers in Saskatchewan, select “Yes” to the question “Have you closed, sold, or stopped operations or stopped employing workers in Saskatchewan?” You will be asked if you would like to continue to the Account Closure/Sale form or to continue with your EPS.

Closed, sold, or stopped operations in Saskatchewan?

You will now be redirected to the **Account Closure/Sale Form** to provide the details of the changes to your business. Completion of the **Account Closure/Sale Form** will be accepted as your completed **Employer's Payroll Statement (EPS)**.

[Continue to Account Closure/Sale Form](#) [Back To Employer's Payroll Statement](#)

If you continue on with the Employer's Payroll Statement, verify your name and contact information by selecting “Yes” or “No” to the following questions:

Have you closed, sold, or stopped operations in Saskatchewan?\*  Yes  No

Has there been any changes to your business operations or has it been misclassified?\*  Yes  No

Is the current business name correct?\*  Yes  No

Is the current address correct?\*  Yes  No

If there has been a misclassification of your business you will be prompted for the type of misclassification.

Have you closed, sold, or stopped operations in Saskatchewan?\*  Yes  No

Has there been any changes to your business operations or has it been misclassified?\*  Yes  No

1. Select One

Is 1. Select One

Is 1. My operations have been misclassified with the WCB from the beginning

2. I am no longer providing the same service(s) and need a new classification.

3. My business operations are the same, but I now provide additional goods and/or service(s).

Once you select the type of misclassification you will be asked further questions about the misclassification.



Has there been any changes to your business operations or has it been misclassified?  Yes  No

1. I am no longer providing the same service(s) and need a new classification.

2. a) Was it a gradual change? (no specific date because the operations evolved over time)\*  
 Yes  No

b) Reason for change?\*

3. a) Describe in details your previous business operation as well as list the tools/equipment used.\*

b) Describe in details the new changes to your business operation as well as tools/equipment used.\*

4. a) Who are your customers?\*

b) Provide names of two of your competitors that provide similar services.\*

5. Please provide any additional information you feel is relevant to your request for a classification change.

If there have been changes that are not the result of your business being closed, stopped operations or stopped employing workers in Saskatchewan, you will be prompted to submit your changes.

Have you closed, sold, or stopped operations in Saskatchewan?\*  Yes  No

Is the current business name correct?\*  Yes  No

Is the current address correct?\*  Yes  No

Are the updates to business name and/or address due to a change in ownership?\*  Yes  No

**Please provide new or updated information for your business.**

Address:\*

City: \*

Province: \*

Country: \*

Canada

Postal Code: \*

Phone Number: \*

If not, you will need to update it through a WCB online account or by emailing, mailing or faxing the change to our office.

If the information is correct, click “Next.”

## Section 1: Business Information

Please complete by February 28, 2025 to avoid late filing penalties.

The information requested is for work completed in Saskatchewan only. [More Information about completing the Employer's Payroll Statement.](#)



If your firm has more than 200 contractors to report, you will not be able to submit your EPS online. Please do not proceed with the online submission.

Firm Number:



If your business has experienced any of the following:

- had a change to its business name or address
- your business name is incorrect or misspelled
- has been misclassified or has added operations in an additional industry

you will have an opportunity to correct it here.

Reminder: The information requested is for work completed in Saskatchewan only.

Have you closed, sold, or stopped operations in Saskatchewan?\*  Yes  No

Has there been any changes to your business operations or has it been misclassified?\*  Yes  No

Is the current business name correct?\*  Yes  No

Is the current address correct?\*  Yes  No

[Back](#)

[Save and Finish Later](#)

[Next](#)

## Section 2: Workers' wage information

For section two, report all workers who receive employment income on a T4 and casual labour. In the "Actual Wages" field, provide the total amount paid to workers in the prior year, up to the maximum per person, per calendar year. Include directors who were on wages in the actual wages for 2024. There is no minimum amount to report.

In the "Estimated Wages" field, provide an estimate of what you expect to pay all of your workers for the coming year. Your 2025 estimate should not include wages for directors who receive employment income on a T4. Optional Personal Coverage for directors may be elected in Section 3 - Personal Coverage. The estimated wages can be revised at any time before the end of the year and should be as accurate as possible to avoid penalties.

If you did not issue any T4s last year, enter "\$0" in the "Actual Wages" section. If you will not issue any T4s in the current year, enter "\$0" in the "Estimated Wages" section.

Wages for sole proprietors and partners should not be included in your wage reporting. Continue to Section 3 for Personal Coverage.

Click "Next."

## Section 2: Workers' Information

**i** Please only include workers and directors who receive employment income on a T4 slip in this section. Contractors will be reported in Section 4 - Contracted Services.

### Workers' Wages

- NEW IN 2025:** Effective January 1, 2025, T4 earnings for directors should NOT be included in workers' wages reported to WCB. All director coverage will be through Optional Personal Coverage only. Please see Section 3 of the EPS to elect this coverage.
- In this section, please report all workers who have or will receive wages reported on a T4 slip. If wages were reported on any other form/slip, DO NOT include the wage amount in this section.
- In the '2024 Actual Wages' field, provide the total amount paid to workers in 2024 up to the maximum per person of \$99,945. There is no minimum amount to report. You must include any T4 wages earned by a director and reported on a T4 in 2024.
- In the '2025 Estimated Wages' field, provide the total amount you estimate you will pay to workers who will receive a T4 slip up to the maximum per person of \$104,531 for 2025. Your 2025 estimate should **NOT** include any T4 earnings for directors. The estimated payroll can be revised at any time before the end of the year and should be as accurate as possible to avoid penalties.
- If you did not issue any T4 slips in 2024, enter 0 in the 'Actual Wages' field. If you will not issue any T4 slips in 2025, enter 0 in the 'Estimated Wages' field. You will be prompted to provide a reason for \$0 wages.

To learn more, please read the [Assessable Earnings Policy POL 24/2010](#) and [Wages Fact Sheet](#).

▶ What are Maximum Assessable Wages?

▶ What are Prorated Wages?

▶ How do I calculate Actual Wages?

▶ What are Estimated Wages?

Do you have payroll amounts to report? \*  Yes  No

Enter gross earnings before deductions up to the maximum per worker per calendar year

**Reminder:** Only report wages for work completed in Saskatchewan.

- Maximum Assessable per worker for 2024 is \$99,945.
- Reminder:** Earnings for directors reported on a T4 must be included in 2024 actual wages.

#### 2024 Actual Wages

Industry Code	Description	Rate	Actual Wages *
B1202	Handyman service	\$2.05	\$ <input type="text"/> .00

- Maximum Assessable per worker for 2025 is \$104,531.
- Reminder:** Do not include any director earnings in your 2025 estimate. All coverage for directors must be through Optional Personal Coverage in Section 3 of the EPS.

#### 2025 Estimated Wages

Industry Code	Description	Rate	Estimated Wages *
B1202	Handyman service	\$2.02	\$ <input type="text"/> 0.00

You have entered in \$0 for Estimated Wages, please explain.\*

1000 characters remaining.

#### ▼ What is a Director?

Director, also referred to as an executive officer in the Act, means an individual who is registered as a director of a for-profit corporation on the articles of incorporation or corporate registry. They are actively involved with the operation of the corporation which may include the day-to-day tasks of the business as well as the duties defined in *The Business Corporations Act, 2021* (Section 9-(1)).

Effective January 1, 2025, the definition of a worker no longer includes directors receiving wages reported on a T4. This means coverage for all directors must be elected through Optional Personal Coverage.

Because this change is effective in 2025, wages earned by directors must be included in 2024 actual wages.

The 2025 estimated wages should not include any amounts to be earned by directors.

← Back

Save and Finish Later

Next →

## Section 3: Personal coverage

Personal coverage is optional coverage for people business owners who want WCB coverage. Personal coverage is available for proprietors and their spouses, partners and their spouses, directors, elected officials of a city, town or village and members of the governing body of a non-profit corporation or organization.

The amount of coverage can be any amount between the current minimum and maximum amount and should reflect actual employment earnings. Injury benefits will be based on this amount. Proof of earnings will be required in the event of an injury.

If you do not have existing personal coverage, enter the name of the person and the desired coverage amount.

### Section 3: Personal Coverage

Personal coverage is optional for directors or owners of a business who wish to cover themselves in the event of a work injury. It provides wage loss replacement and medical/rehabilitation. In Saskatchewan, liability protection is extended to all employers by paying premiums for workers. Owners/directors do not need to elect personal coverage to be included in the liability protection provided by WCB.

Personal coverage is available for:

- sole proprietors and their spouses,
- partners in business partnerships and their spouses,
- directors of for-profit corporations,
- elected officials of a city, town or village, and
- members of a governing body of a non-profit corporation or organization.

#### NEW IN 2025:

Effective January 1, 2025, the definition of a worker no longer includes directors receiving wages reported on a T4. This means coverage for all directors is now optional. **If you want to cover directors in the event of a work injury, you must elect Optional Personal Coverage in this section of the EPS.**

▶ How do I purchase Optional Personal Coverage (OPC)?

▶ What amount of Optional Personal Coverage should I purchase?

Would you like to purchase personal coverage?  Yes  No

Enter the amount of coverage you would like to elect between the 2025 minimum of \$29,120 and 2025 maximum of \$104,531. Directors who do not receive a T4 are only eligible to elect minimum coverage.

Industry Code *	Name *	2025 Coverage Amount *	
C3206	<input type="text"/>	\$ <input type="text"/> .00	<input type="button" value="🗑"/>
<input type="button" value="➕ Add a new line"/>			

If you already have existing personal coverage, the previous year's coverage will be displayed. If you wish to continue coverage, indicate "Continue Coverage" for the current year and enter the amount. The amount automatically defaults to last year's value or the current minimum, whichever is higher. Review this amount and update if required. Remember that you should choose a level that reflects your actual earnings.

Click "Next."

## Section 4: Contractor services

Section four applies if you have hired another person or business under contract to work for your company. Firms in all industries may hire contractors. Examples of contract situations include a restaurant that hires a plumber to fix a sink, or a business office that hires a contract cleaner. There is no minimum amount to report.

If you hired contractors in the previous year, indicate “Yes” and fill out the information as required.

If you think you will hire contractors in the upcoming year, check “Yes.” You also have the option of providing an estimate for non-registered contractors if desired.

If your company obtains clearances, the contractor list will be completed for you. Your list may be separated between cleared and deemed contractors. Verify the information listed in the “Cleared” section and make sure the clearance total matches the amount paid to the contractor.

If the amount paid is more than the clearance total, please report the contractor and the difference in contract value in the “Contractors to be Reported” section.

The second part is for contractors that are not registered with WCB (deemed workers). They are deemed your worker and you will pay premiums based on the labour portion of the contract. Please enter the description of work completed, a labour amount (if known) and the labour type.

### Deemed Workers

#### What is a Deemed Worker?

A deemed worker is a contractor who is not registered with WCB and who will be considered your worker. You will be required to pay premiums for work injury coverage for the contractor.

Please note that the values below cannot be changed. If the total contract amount is more than the amount listed below, please enter the difference in the Contractors To Be Reported section. Amounts should be reported net of taxes. If the total contract amount is less than the amount listed below, please contact our office for revision. Call 1.800.667.7590 (select 2 for Employer Services)

▶ What is the Description of Work Performed?

▶ What is Labour Amount?

▶ What is Labour Type?

WCB Firm Number	Contractor Name/Address	Description of Work Performed *	2024 Contract Amount *	Exact Dollar Amount of Labour (if known)	Labour Type *
		<input type="text"/>	\$1,234.00	\$ <input type="text"/> .00	<input type="text"/> ▼
		<input type="text"/>	\$600.00	\$ <input type="text"/> .00	<input type="text"/> ▼

The last part is to record the contractors where clearances were not obtained (contractors to be reported). For each contractor, include the full name and address, a brief description of the type of work performed, information on whether the contract was for labour, labour and equipment, labour and materials, or labour and tools, and the contract amount.

Under “Contract Amount”, exclude GST and PST from your totals.

The column for “Labour Portion” should be filled in only if the contractor has provided a breakdown of labour on their invoice. If they haven’t, leave this column blank. The WCB will determine the labour based on approved labour percentages.

For contractors paid multiple times in a year, total the amount paid to them for the year and enter that value on one line.

The contractor list can also be imported from a csv file. The csv file can be created in Excel with the following format:


	A	B	C	D	E	F	G
1	Contractor WCB Firm Number	Contractor Name	Contractor Address	Description of Work Performed	2022 Contract Amount	Exact Dollar Amount of Labour (if known)	Labour Type
2	1234567	Contractor Name1	Contractor Address 1	Contractor work 1	2000	4000	Labour
3	7654321	Contractor Name2	Contractor Address 2	Contractor work 2	4000	6000	Labour & Equipment

After the csv file has been created, save it as a csv file type (i.e. contractors.csv).

To import the csv file, click on the Import link and browse to the file location.

						<a href="#">Export</a>   <a href="#">Import</a>
Contractor WCB Firm Number (if known)	Contractor Name/Address *	Description of Work Performed *	2022 Contract Amount *	Exact Dollar Amount of Labour (if known)	Labour Type *	
No records found.						
<a href="#">Add a contractor</a>						

Select the file and click the Open button. The list of contractors will be added to the EPS contractor list.

Name	Date modified	Type	Size
 contractors.csv	11/17/2022 11:14 AM	Microsoft Excel C...	1 KB

File name:  All Files (\*.\*)

Once the contractors have been added to the EPS contractor list, the list can be exported to a csv file by clicking on the Export link.

						<a href="#">Export</a>   <a href="#">Import</a>
Contractor WCB Firm Number (if known)	Contractor Name/Address *	Description of Work Performed *	2024 Contract Amount *	Exact Dollar Amount of Labour (if known)	Labour Type *	
No records found.						
<a href="#">Add a contractor</a>						

## Section 4: Contracted Services

**i** All contractors hired by a principal, whether registered with the WCB or not, must be reported. If the contractor is registered and in good standing, they will be removed from the principal's assessment.

**i** Do not report: Supply only contracts and outworkers are exempt and should not be reported here.

You are required to report anyone you pay to perform labour or have contracted to provide service for you in Saskatchewan who does not receive a T4. This labour can be performed on your worksite or the worksite of your customer. Contractors are present in all industries and there is no minimum amount to report. A contract does not have to be a formal written agreement. It also includes verbal agreements to provide labour or services for an agreed upon amount. An invoice is considered to be a contract.

▶ What are some examples of Contractors?
▶ What are Supply Only Contracts and Outworkers?
▶ What if I have more than 200 contractors to report?
▶ What if I don't know if I'll be hiring contractors in the current year?
▶ What is a non-registered contractor estimate?
▶ Why do I need to obtain clearances for all contractors?

In 2024, did you pay a person or business to perform work or provide services for you who are not on your payroll? \*  Yes  No

Do you have more than 200 contractors to report? \*  Yes  No

Will you be hiring a person or business to perform work or provide services for you who are not on your payroll in 2025? \*  Yes  No

Have you obtained clearances on all your contractors? \*  Yes  No

**!** Failure to obtain a clearance prior to release of payment to a contractor may result in a penalty to the principal if the contractor's account is in arrears at time of assessment.

Click "Next."

## Section 5: Review and additional information

If you have any additional comments about your EPS, please select "Yes" and type your comments into the text box. Only use this section to provide additional information. If you have questions or need additional information, please email [employerservices@wcbask.com](mailto:employerservices@wcbask.com) or phone our office.

Review the EPS submission to ensure it is correct. If there are errors, use the "Back" button at the bottom of your screen or click on the desired tab, to go back to the section that requires adjustments and update as needed.

To continue, click “Next.”

### Section 5: Review & Additional Information

Please carefully review the information you have submitted in the summary below. Once you have submitted this form, adjustments to your EPS cannot be made through online services.

A printer friendly version will be available after Section 6.

Industry Code	Description	2024 Actual Wages	2025 Estimated Wages

Personal Coverage	Name	Continued	Amount
OPC (optional personal coverage)		New	\$0.00

Contractor Information	
In 2024, did you pay a person or business to perform work or provide services for you who are not on your payroll?	Yes
In 2025, will you be hiring a person or business to perform work or provide services for you who are not on your payroll?	Yes
Obtained clearances on your contractors?	No

Do you wish to provide additional information regarding your EPS? \*  Yes  No

Is the above information correct? \*  Yes  No

If you have questions, call the WCB at 1.800.667.7599 (outside Alberta) or 306.707.4370 (in Regina) or email [employerservices@wcbask.com](mailto:employerservices@wcbask.com).

### Section 6: Declaration

Fill out the information on the declaration page; click on the “Digital Signature” box, and then click “Submit.”

### Section 6: Declaration and Submit

Date January 04, 2025

Was completed by:

First Name \*

Last Name \*

Title \*

Phone Number \*

Digital Signature \*

By checking the Digital Signature box, I declare that all the information provided is true and correct to the best of my knowledge. I further acknowledge that in accordance with [The Electronic Information and Documents Act, 2000](#), my electronic signature has the same effect as a signature.

#### READ CAREFULLY

By submitting this form, I certify and declare the following: that all the information provided is true, complete, and correct to the best of my knowledge; I am authorized by, and on behalf of, the business to make this declaration; I fully understand the content, the requirements of the submission, and that the WCB will use and rely on this information in the management of our business account; I understand this declaration, and that I or the business may be committing an offence and may be liable to statutory penalty or criminal prosecution if I make any false statement, provide any false or misleading information, or omit to provide any relevant information.

If you are having problems viewing the printer friendly image, modify your pop-up blocker settings and try again.

[Show Pop-Up blocker instructions](#)



## Submitting your EPS

You will be directed to a printer-friendly confirmation page that will provide you with a reference number of your transaction. Please print or save a copy of the completed form for your records.

Once you have submitted your form, you will not be able to return to the form to make any changes. If you have filed your EPS using Fast File, you will not be able to print another copy of the form, so be sure to save it before you leave this screen.

If submitting from Fast File, your confirmation screen looks like this:

### Employer's Payroll Statement submitted

Your reference number for this transaction is O1xC-7-6-0000133209-Jx1A.

[View a printer friendly version](#)

If you are having problems viewing the printer friendly image, modify your pop-up blocker settings and try again.

[Show Pop-Up blocker instructions](#)

We have noticed that you filed your Employer's Payroll Statement through Fast File and don't have a WCB Online Account. Applying is easy and only takes a couple of minutes.

The WCB Online Account is a quick and easy way to access a number of services on your account at any time including:

- View and update account information
- Get clearances for contract work
- Submit an EPS or revise your payroll estimates
- Make a payment on your account
- Report an injury and view claims information

#### NOW AVAILABLE

- View your Statement Of Account (SOA)
- Manage email notifications of Statement of Account updates

Would you like to sign up for a WCB Online Account? Click [here](#).

If submitting from a WCB account, your confirmation page looks like this:

### Employer's Payroll Statement submitted

Your reference number for this transaction is Jx6N-7-6-0000133217-Jx1A.

[View a printer friendly version](#)

If you are having problems viewing the printer friendly image, modify your pop-up blocker settings and try again.

[Show Pop-Up blocker instructions](#)

#### Statement of Account (SOA)

Once our office has completed your assessment a copy of your Statement of Account (SOA) will be available [here](#) or you can navigate by selecting the link Statement of Account (SOA) under Employers.

If you would like to be notified by email when your statement is available please go to [Update Account](#) and sign up for email notifications. You will still receive a paper copy in the mail.

If you have any questions, you can contact our office at 1.800.667.7590 or by email [employerservices@wcbask.com](mailto:employerservices@wcbask.com).

If changes need to be made to a submitted form, please contact our office at 306.787.4370 or toll free at 1.800.667.7590.

## **Frequently asked questions**

### **Am I able to save my Employer's Payroll Statement?**

Yes, you can save your EPS at any time and return at a later time to complete the form. It is critical that you return to the form and click on "Submit" or the information will not be received in our office.

If you are using Fast File you will be able to save your EPS and retrieve it by using your firm number, access code and the same email address you used when you began your EPS.

### **I have submitted my EPS online and want to review it. Can I?**

If you have a WCB online account and filed your EPS by logging into your account, you can review it by logging onto your account and navigating to "Review Forms" under "Form History". If you have filed your EPS using Fast File you will not be able to review the form once it is submitted. You should always print or save a copy of the EPS for your records after you submit. If you require a copy of the EPS you submitted, please contact our office.

### **Can I make a revision once I have submitted the EPS online?**

If you need to revise your payroll estimate, you can log onto your WCB online account and choose the "Revise Payroll Estimate" option from the menu. All other revisions will need to be made by mailing or faxing a revised EPS to our office, or by contacting a WCB representative, and can only be made after the EPS has been assessed.

### **Nothing has changed. Do I still need to fill out this form?**

Yes. Every business or person with an active WCB account is required to file annually. If you have received the form, you need to return it to our office.

### **I have closed my business or stopped employing workers. Do I have to fill out the form?**

Yes. If you stop business operations, answer "Yes" to the question "Have you closed, sold, or stopped operations in Saskatchewan?" You will be asked if you would like to continue to the account closure/sale form or to continue with your EPS. You will be asked to give the WCB your total gross payroll to the date you stopped operations. You must do this right away so the WCB can adjust and close your account.

### **Where do I put the wages for my office workers?**

Report all workers who receive employment income on a T4 in the "Workers Wage Information" section of the form.

**How do I report casual workers?**

Report all casual workers' income in the "Workers' Wage Information" section of the form.

**I don't know how much I am going to pay my workers next year. What should I enter for the estimated wages?**

Provide your best estimate of what you expect to pay all of your workers for the coming year. The estimated wages can be revised at any time before the end of the year and should be as accurate as possible to avoid penalties.

**I hire a family member (child, sibling, parent, cousin, nephew) and don't want to cover them. Do I have to include their wages?**

Anybody, regardless of age, who receives employment income on a T4 must have their wages reported in the "Workers' Wage Information" section of the form. Personal coverage is available for the spouses of proprietors and partners.

**I only hire registered contractors. Why am I being asked to list all of them?**

The WCB verifies that the contractors are registered and in good standing, so you need to report all contractors so we have a complete list. In the future, if you request clearance letters for the contractors you hire, the information will be filled in for you already.

**I don't actually have a contract with anyone or don't hire anyone in the construction industry. Do I have to fill out the contractor list?**

Firms in all industries may hire contractors and you do not have to have a formal written contract. Examples of contract situations include a restaurant that hires a plumber to fix a sink or a business office that hires a contract cleaner. There is no minimum amount to report.

**I hire a lot of contractors. Do I have to enter information for every single one?**

Yes. In the future, if you request clearance letters for the contractors you hire, the information will be filled in for you already.

**I don't have the firm number for my contractors, where do I find it?**

If you aren't successful when using the search tool within the online form and don't have a firm number, just leave the field blank.

**I work in another province as well. Do I include all of my wages and contractors?**

No. Only include the portion of wages for workers and contractors relating to work done in Saskatchewan.

**I participate in the Alternative Assessment Procedure (AAP) for trucking. How do I report wages?**

Drivers should be reported based on the province of residence. All other workers, including administrative, dispatch, mechanics, etc. should be reported based on the province where work is performed.

**How do I report casual workers?**

If you know the name of the casual worker, this information should be reported in the “Contractors to be Reported” section. However, if you paid cash to all of your casual workers and do not know their names, report this income in the “Workers’ Wage Information” section.