



How to request a clearance letter

Saskatchewan Workers' Compensation Board

A clearance letter provides a principal employer permission to make payment to a contractor for work performed. These should be requested from the Saskatchewan Workers' Compensation Board (WCB) after work is completed, or when payment is requested.

The WCB has a self-service system to allow employers to obtain clearances online through a WCB online account. The clearance application allows employers who hire contractors on an ongoing basis to create and maintain a contractor list and request clearances on one or more contractors at a time.

A contractor wanting a clearance to give to a principal for payment can also use this service.

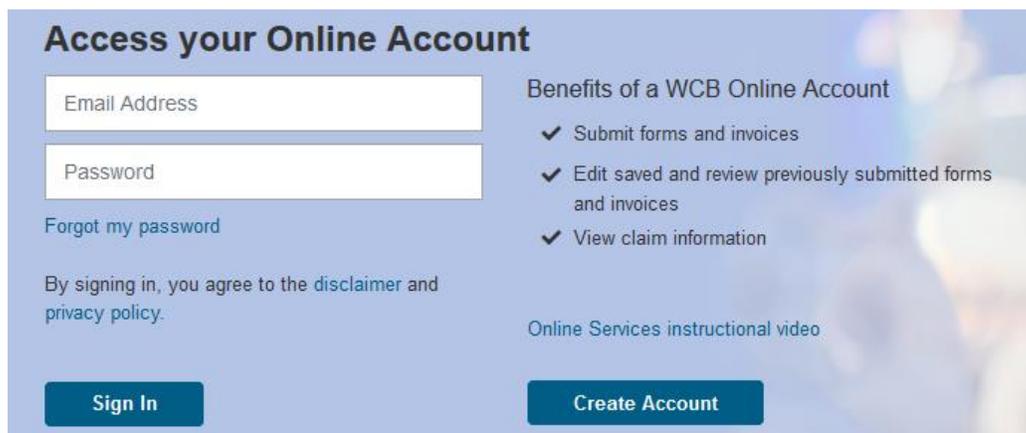
Employer's responsibility:

- For the accounts listed with a status of "Hold," payment should be withheld.
- **Do not authorize payments** with only a letter of good standing.

Steps for requesting a clearance

1. Sign in with your WCB online account.

Go to myaccount.wcbask.com and log in using your username and password.



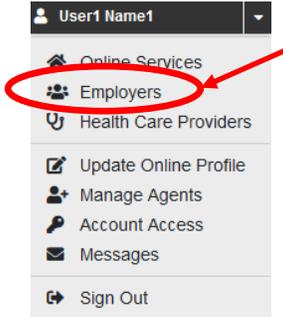
2. Click the drop-down menu in the top right corner with your name.



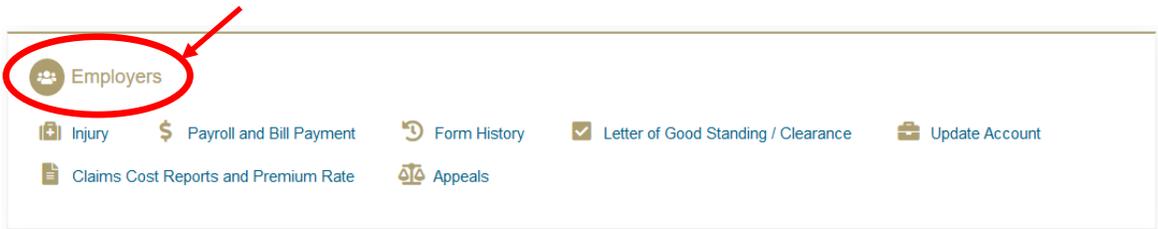
Employers Health Care Providers Messages

3. Select "Employers" from the drop-down menu options or select from the

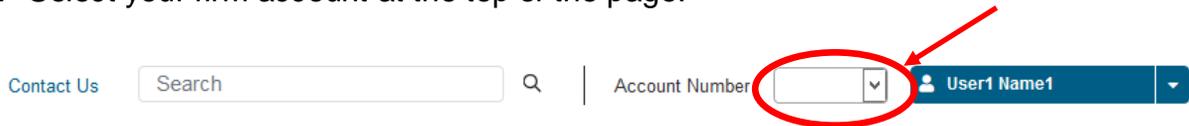
“Welcome” screen left menu items.



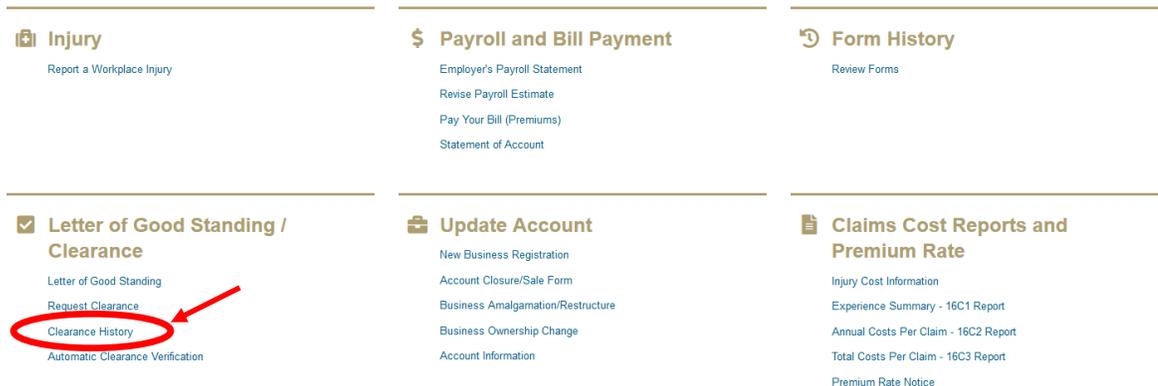
Or



4. Select your firm account at the top of the page.



5. Click “Request Clearance” on the clearance section on the left-hand side under the “Employers section” or click on “Clearance” on the menu bar below your name or account number.



Or

- There are two different types of requests for clearances: principal and subcontractor.

Request Clearance

Please note this will produce Clearances only. The amount payable to the contractor is required.
A Letter of Good Standing may be requested if there is no amount currently payable to the contractor.

Who is entering the information for this Clearance?

I need to pay for services provided by other companies and need a clearance on **their** accounts.

Principal

I have performed work/services and need a clearance on **my** account.

Subcontractor

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

Request a clearance by principal

- If you are hiring other companies and need a clearance on their account, click the "Principal" button.

Request Clearance

Please note this will produce Clearances only. The amount payable to the contractor is required.
A Letter of Good Standing may be requested if there is no amount currently payable to the contractor.

Who is entering the information for this Clearance?

I need to pay for services provided by other companies and need a clearance on **their** accounts.

Principal

I have performed work/services and need a clearance on **my** account.

Subcontractor

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

2. Follow the instructions on the page to add and remove firms.

Select Firm(s)

The following is a list of subcontractors that has been created by your firm.

+ Show Instructions

Check the box(es) to select the subcontractor(s) for requesting a Clearance Letter.
Custom Selection: Enter index numbers and/or index ranges separated by commas and click "Select Custom Range". For example: 1,3,5-12

Select Custom Range **Clear Selection**

Total Subcontractors Available: 0
Number selected: 0

+ Add Firm(s) **- Remove Firm(s)** **→ Request Clearance**

<input type="checkbox"/>	Index	Business Name	
No records found.			

+ Add Firm(s) **- Remove Firm(s)** **→ Request Clearance**

Back **Cancel**

3. Select the subcontractor(s) you would like to request a clearance for and click "Request Clearance."

+ Add Firm(s) **- Remove Firm(s)** **→ Request Clearance**

<input type="checkbox"/>	Index	Business Name	Address
<input checked="" type="checkbox"/>	1	Firm 1	Test address 1
<input type="checkbox"/>	2	Firm 2	Test address 2

+ Add Firm(s) **- Remove Firm(s)** **→ Request Clearance**

4. Review the Principal's contact information and click "Next."

Principal Information

If the principal business operates under multiple firm names, please choose the appropriate name.
If the principal business has multiple locations, please select the appropriate address and fax number.

Principal Information

Firm Number: 1234567

Firm Name:

Address:

Fax:

Attention:

Fax Principal

Mail Principal

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

Back **Next**

5. Fill out the required information and click “Submit Clearance” to submit your request.

Subcontractor(s) Information

- Complete the contract details for the selected firms.
- Your subcontractor(s) may operate under multiple names, select the name that appears on their invoice.
- An * indicates a required field.
- Do not enter "\$" or commas in any amount fields. e.g. 12345.67

Contract Year: *

The contract year indicates when the work was completed. Please ensure the year is correct.

Subcontractor(s)	
Firm Name:	<input type="text" value="Firm Name"/>
Work Type: *	<input type="text" value="C32 - Internal co-ax cable hook up"/>
Description of Work Performed: *	<input type="text" value="maximum 200 characters"/>
Amount Payable to Contractor: * (including taxes)	<input type="text" value="0.00"/>
 GST:	<input type="text" value="0.00"/>
PST:	<input type="text" value="0.00"/>

Please provide YOUR contact phone number: *

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

6. Your clearance has been successfully completed. Please use the “View Printer-Friendly” option to print a copy for your records. If you would like to process another clearance request, click on the “Process Another Clearance Request.”

Web Clearance Request Results

Firm Number:

Firm Name:

[View Printer-Friendly](#) version of your Clearance results (PDF).

This is in response to your request for a subcontractor clearance. We have reviewed the list of subcontractor(s) provided and the following outlines the clearance status for those with Saskatchewan Workers' Compensation Board (WCB) accounts.

Confirmation Number: 164406488

Date/Time: 2022-01-14 15:09:37

For those accounts listed below with a status of "Cleared" please accept this as clearance for work completed to January 14, 2022. For these accounts you are released from any further liability under Section 132 of the Workers Compensation Act, 2013.

Section 132 of the Act, states that you have a responsibility to ensure your subcontractor(s) accounts are in good standing. To ensure this clearance has been issued for the correct subcontractor(s), please verify each subcontractor's name listed below.

Name	Firm Number	Description of Work	Contract Amount	Status	Reference Number
Firm Name	1234567	Testing	5,200.00	Cleared	164406488

If you have any questions, please contact Employer Accounts at 306.787.4370 or 1.800.667.7590.

Request clearance by subcontractor

1. If you need a clearance on your account, click the “Subcontractor” button.

Request Clearance

Please note this will produce Clearances only. The amount payable to the contractor is required.
A Letter of Good Standing may be requested if there is no amount currently payable to the contractor.

Who is entering the information for this Clearance?

I need to pay for services provided by other companies and need a clearance on their accounts.

Principal

I have performed work/services and need a clearance on my account.

Subcontractor

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

2. Enter the name or number of the firm involved in the contract.

Search For Principal (Who the work is being done for)

Please note that we have updated our search function. The % and other wildcard characters are no longer used.
To narrow your search, use more terms when searching for a firm name.
If the firm cannot be found, contact the WCB toll free at 1.800.667.7590 (outside Regina) or 306.787.4370 (in Regina) or email employerservices@wcbask.com.

Enter either a firm name or firm number and click "Search".

To narrow your search use more terms when searching for a firm name.

NOTE: Please do not enter and search your own firm name, but rather enter the name of the other firm involved in the contract.

Firm Name:

OR

Firm Number:

3. Review the principal’s contact information and then click “Next.”

Principal Information

If the principal business operates under multiple firm names, please choose the appropriate name.
If the principal business has multiple locations, please select the appropriate address and fax number.

Principal Information

Firm Number: 1234567

Firm Name:

Address:

Fax:

Attention:

Mail Principal

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

4. Fill out the required information and click “Submit Clearance” to submit your request.

Request Clearance

Subcontractor Information

If you operate under multiple names, please select the correct name.
If you have multiple locations, please select the appropriate address and fax number.

Subcontractor Information

Firm Number: 1234567

Firm Name:

Address:

Fax:

Attention: 

Work Type:

Total Contract Amount: *

GST:

PST:

If this contract includes GST and/or PST, include in Total Contract Amount. Enter separate GST and PST amounts in spaces provided.

Contract Year: *

The contract year indicates when the work was completed. Please ensure the year is correct.

Description of Work Performed: *

Fax Subcontractor

Mail Subcontractor

Please provide YOUR contact phone number: *

Note: After requesting the clearance there will be an opportunity to download a printable copy. This copy can be saved and emailed.

Your clearance has been successfully completed. Please use the “View Printer-Friendly” option to print a copy for your records. If you would like to process another clearance request, click on the “Process Another Clearance Request.”

Web Clearance Request Results

Firm Number:

Firm Name:

[View Printer-Friendly](#) version of your Clearance results (PDF).

This is in response to your request for a subcontractor clearance. We have reviewed the list of subcontractor(s) provided and the following outlines the clearance status for those with Saskatchewan Workers' Compensation Board (WCB) accounts.

Confirmation Number: 164406585

Date/Time: 2022-01-18 07:14:29

Those subcontractor(s) listed below with a status of “Deemed” are not registered as an employer with the Saskatchewan WCB and are deemed to be a worker of your firm. In these cases you will be assessed WCB premiums on the labour portion of the contract.

Name	Firm Number	Description of Work	Contract Amount	Status	Reference Number
Dept Of Continuing Education	0301159	test	25,000.00	Deemed	164406585

If you have any questions, please contact Employer Accounts at 306.787.4370 or 1.800.667.7590.

[Download Clearance Results as PDF](#) [Process Another Clearance Request](#)