WORK SAFE. FOR LIFE.
WORKERS' COMPENSATION BOARD OF NOVA SCOTIA
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Annual Subcontractor Report

This report must be completed by all employers who use subcontractors. This includes any subcontractors hired from outside the province. When completed, it provides a detailed description of all subcontractors hired and paid during the year. All information gathered, retained and disclosed by the WCB is done in accordance with the *Freedom of Information and Protection of Privacy Act*.

For all subcontractors employed during the year, you were required to obtain a Clearance Letter as proof of up-to-date coverage. For those subcontractors where you did not obtain a Clearance Letter, you were required to include the labour portion of the contracts with your reported payroll and pay the associated assessment premium at the end of each quarter.

If you did not receive a Clearance Letter from a subcontractor, did you include the actual assessable labour amount for that contract in the payroll you reported throughout the year and pay the associated premium on these amounts? ❑ Yes ❑ No

Instructions*:

- *Column 7.* Please indicate whether the contract was for labour only.
- *Columns 8 and 9.* If you know the labour portion of the contract, enter this amount in Column 9. If you do not know the labour portion of the contract, use the table on the back of this report to determine the appropriate percentage to note in Column 8. In this case, multiply Column 6 by Column 8, and enter this amount in Column 9.
- *Column 10.* If you answered NO in Column 4, please enter the 'end of period' date in which you included the labour portion of the contract in your payroll and paid the associated premium.

This report may be completed and submitted online using MyAccount (my-account.ns.ca). Alternatively, you may download a copy from our website (www.wcb.ns.ca, under "Forms").

Business Name _____ Business Number _____ NW _____

Address _____ Reporting Year _____

1 Subcontractor Name	2 Subcontractor Address	3 Business Number or Social Insurance Number	4 Clearance Letter (Y / N)	5 Type of Work	6 Total Value of Work Performed ($)	7* Labour Only (Y / N)	8* Labour Portion (%)	9* Actual Assessable Labour ($)	10* End of Period Date Remitted
1st Quarter – January to March Report									
Total Actual Assessable Labour for 1st Quarter								$	
2nd Quarter – April to June Report									
Total Actual Assessable Labour for 2nd Quarter								$	

3rd and 4th Quarters ➔

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1 Subcontractor Name	2 Subcontractor Address	3 Business Number or Social Insurance Number	4 Clearance Letter (Y / N)	5 Type of Work	6 Total Value of Work Performed ($)	7* Labour Only (Y / N)	8* Labour Portion (%)	9* Actual Assessable Labour ($)	10* End of Period Date Remitted
3rd Quarter – July to September Report									
Total Actual Assessable Labour for 3rd Quarter								$	
4th Quarter – October to December Report									
Total Actual Assessable Labour for 4th Quarter								$	

The Annual Subcontractor Report must be submitted to the WCB by the last day in March of the year following the reporting year. Please send your report by fax or mail, and keep a copy for your records.

I certify that the information provided on this report is accurate and complete.

Name (Signature)

Name (Print)

Position

Telephone

Date

Use this table to complete Column 8.

Type of Contract	Portion for Labour
Labour Only	100%
Labour and Materials	50%
Courier Service	50%
Trucking and Leased Equipment	25%
Logging (Chain Saw)	75%