

Remittance Instructions

Use the Remittance Calculation worksheet to determine the amount of your payment to the WCB. If you need more information, please refer to the WCB Employer Information Guide located on our website wcb.ns.ca or call the WCB Employer Services Department. When you have completed the worksheet, please fill in the Remittance Voucher at the bottom of the same page. **The information required is the amount paid, total assessable payroll, number of Employees in last pay period and end of period date.** Please confirm that the Business Number noted on the voucher is correct. Detach and submit the remittance voucher, and retain the Statement of Account with the Remittance Calculation Worksheet for your records. If the total amount payable or the period is **zero**, you are still required to notify our office of a zero payroll on the Remittance Voucher by your due date to avoid a non-remittance penalty unless you have notified the WCB of a temporary discontinuation of your business using the Business Discontinuation Form.

To make your payment directly to CRA, return the voucher with your payment made payable to the **Receiver General for Canada**, to the address shown below.

To ensure that we credit your payment to the appropriate account, write your **Business Number** on the back of your payment.

To make your payment at your financial institution, in Canada, present this form to the teller with your payment. The teller will return the top portion as your receipt. Financial Institutions cannot accept your remittance voucher if there is no payment attached. These remittances can be made by mail, by calling 1-877-211-9267, by the Telereply service at 1-800-959-2256.

Payments for monthly and quarterly remitters must be received by the 15th day of the month following the end of the period. If you are an accelerated remitter, please refer to the Employer Information Guide, on our website, for due dates.

Penalties will be applied for late payroll reporting, under-reporting or late payment. The date of receipt is the date the payment and voucher are delivered to the Receiver General (i.e. Tax Centre or a financial institution) and not the date of mailing.

If any information on the form is incorrect, or if there was a name/address change during the month or quarter, complete the change of address area on the outgoing envelope and return it with the Remittance Voucher.

If you expect to permanently or temporarily discontinue operations, you must notify the WCB using the Business Discontinuation Form which can be found on the WCB's web site at wcb.ns.ca or you may provide this information to the WCB by telephone or email.

Detach here, return Remittance Voucher with your payment and retain Statement of Account for your files.

Teller's Stamp

Personal information is collected under the Income Tax Act (ITA) and is used to verify compliance with obligations related to withholding, remitting, reporting and filing. It may also be used for any other purpose as authorized by the ITA. It may be shared or verified with other federal, provincial/territorial government institutions in accordance with sharing agreements. A refusal to provide the information may result in penalties, interest payable or other actions. Personal information is described in CRA PPU 094 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.

Teller's Stamp

CANADA REVENUE AGENCY
PO BOX 3800 STN A
SUDBURY ON P3A 0C3

Do not fold this voucher or use staples, paperclips, or tape.

Use this remittance voucher, not a photocopy.

Do not send us cash.