

Clearances for Contract Workers

Important definitions

Principal: A person or business that hires a contractor to do work or services.

Contractor: A person or business that is hired under contract by a person or business to perform work or services. A contractor is also called a subcontractor.

What is a clearance?

A clearance is a letter from us that gives a principal permission to pay a contractor for completed work, as of the date of the clearance. A clearance protects the principal from having to pay any overdue premiums the contractor owes to us.

When you get a clearance, you will see one of the following statuses:

- Cleared – pay the contractor.
- Deemed – no account, considered your worker.
- Hold – wait for further information.
- Demand – pay the sum requested from the amount you owe the contractor.

How do I get a clearance?

You can request a clearance in one of the following ways:

- Through an @WCB online services account available on our website, wcsask.com.
 - Request clearances.
 - Establish an Automated Clearances Verification (ACV) list.
- Email: employerservices@wcbask.com
- Phone: 306.787.4370 or toll free 1.800.667.7590.
- Fax: 306.787.4205 or toll free 1.877.220.1671.

What information is needed to get a clearance?

- Name of the principal;
- Name of the contractor;
- A description of the work;
- The total amount payable to the contractor;
- The year the work was performed.

If the account is in good standing, we will tell you to pay the contractor. If the account is not in good standing, we will request that payment not be given.

What if I make a payment without a clearance?

If the contractor account is not in good standing, a principal that does not get clearance may be responsible for the WCB premiums owed to us.



What is a Letter of Good Standing?

A letter of good standing is a letter requested before a contract begins that tells a principal if a contractor has a WCB account and if their status with us is in good standing. The letter is only good for the day it is given.

What if the contractor is not registered?

If the contractor is not registered with us, they are considered a worker of the principal. The principal is then responsible for paying premiums on the labour part of the contract. If the worker is injured at work, any costs for that claim will be charged to the principal's WCB account.

For more information, contact the Employers Services Department:

Email: employerservices@wcbsask.com

Phone: 306.787.4370

Toll free: 1.800.667.7590

Fax: 306.787.4205

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