WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ

Guide to Completing Reporting Contractors

This guide helps employers complete their Contractors' Report, which is completed online through *WSCC Connect* (https://connect.wscc.nt.ca/). Please provide this information by March 15.

Employers must ensure all contractors and subcontractors comply with the *Workers' Compensation Act*. Section 80 of the *Act* holds contractors responsible for their subcontractors' unpaid assessments.

To protect yourself from liability, use *WSCC Connect* to request a Letter of Good Standing before the contract begins and a Final Clearance Letter before making final payment to any subcontractors. You are required to report each contractor that your company hired within the Northwest Territories (NT) and/or Nunavut (NU) during the previous calendar year.

It takes approximately 10 minutes to submit your contractor information. Before you begin, please make sure you have the following for each contractor that your company hired in the Northwest Territories (NT) and/or Nunavut (NU) during the previous calendar year:

- The contractor's legal or trade name;
- WSCC employer number (if known);
- The total labour portion of your contract with this contractor; and
- An indication of whether or not you have entered the above amount on line 6 of the previously submitted Annual Payroll Report (APR).

There are two options for employers to submit their Contractors' Report online using *WSCC Connect*:

Fast File: Fast File is the easiest way for employers to report their contractors without having to sign up for an online user account.

Advanced Contractor Reporting: With Advanced Contractor Reporting, employers can report their contractors online and take advantage of many other features and e-Services.

You can report your contractors on *WSCC Connect* by either:

- Adding each contractor one at a time; or
- Adding more than one contractor in bulk through the spreadsheet template available for download: Download Spreadsheet Template

Note: You must complete and submit your Contractors' Report in a single session. *WSCC Connect* does not allow you to start, save, and complete at a later date. If you reported a value on line 6 of your Annual Payroll Report or answered "yes" to the question "Did your company hire any contractors to perform labour in the Northwest Territories and/or Nunavut in the previous year?" then you are required to complete the Contractors' Report.

The WSCC may use this information for the administration of legislation under our authority, including the *Workers' Compensation Acts*, the *Safety Acts*, and/or the *Mine Health and Safety Acts*, and their associated *Regulations*, and to contact you in relation to the requirements under the relevant legislation. It is your responsibility when providing an email address to ensure reasonable safeguards are in place to protect the confidentiality and security of your personal information within your email account.

RS019 1712

Ce formulaire est disponible en francais
ᑖᓐ ᑕᑦᑎᓇᓱᒃ ᐊᑐᖅᑕᖅ ᐃᓗᑎᑦ
Una titiraq piinnarialik pilugu Inuinnaqtun