



Assessment Services
 1 Portland Street, P.O. Box 160
 Saint John, N.B. E2L 3X9
 Toll-free 1 800 999-9775
 Fax 506 632-2819
 Web worksafenb.ca

Services des cotisations
 1, rue Portland, case postale 160
 Saint John (N.-B.) E2L 3X9
 Sans frais 1 800 999-9775
 Télécopieur 506 632-2819
 Web travailsecuritairenb.ca

Form to report contractors and subcontractors must be completed and returned no later than **February 28, 2020** to:

Assessment Services
 P.O. Box 160
 Saint John, New Brunswick E2L 3X9

Employer Name: _____ **Employer Number:** _____
Operation Number: _____

List all contracts awarded to individuals or companies (excluding HST). WorkSafeNB will calculate the assessable earnings using the following formulas:*

1. Labour - 100% of contract value. No allowance is made for supplies or tools of the trade.
2. Janitorial Service - 80% of contract value.
3. Labour and Materials - 50% of contract value.
4. Courier/Mail Service - 40% of contract value.
5. Hired Equipment - 25% of contract value if supplying equipment with operator such as trucks, tractors, bulldozers, backhoes, and similar equipment. Not to exceed the yearly maximum of \$64,800 for 2019 and \$66,200 for 2020 for **each** worker/operator.

Contractors and subcontractors who are not individually registered with WorkSafeNB are considered to be workers of the principal, for WorkSafeNB purposes. You may charge the labour and materials, hired equipment, courier/mail service and janitorial contractors their portion of the assessment. **Labour only contracts cannot be charged back.**

Report all contractors and subcontractors used by you or your business. For additional copies, visit worksafenb.ca, select Forms and select Subcontractor Form.

Legal Name (Trade Name, if any)	City/Town	WorkSafeNB Employer Number (see Note 1)	Type of Work	* %	2019 Actual Total Amount	2020 Estimate Total Amount

Do not add these amounts to 2019/2020 assessable wages. WorkSafeNB will calculate the assessable earnings.

Note 1 - Employer numbers can be obtained online through our clearance certificate service. You can get a clearance certificate by visiting worksafenb.ca/myservices and select Get a Clearance Certificate from the list of Online services for Employers.