Form to report contractors and subcontractors must be completed and returned no later than **February 28, 2019** 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 $63,600 for 2018 and $64,800 for 2019 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.**

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

<table>
<thead>
<tr>
<th>Legal Name (Trade Name, if any)</th>
<th>City/Town</th>
<th>WorkSafeNB Employer Number (see Note 1)</th>
<th>Type of Work</th>
<th>*% 2018 Actual Total Amount</th>
<th>*% 2019 Estimate Total Amount</th>
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Do not add these amounts to 2018/2019 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 selecting Clearance Certificates from the list of Online services for Employers.