



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 29, 2024**, to:

WorkSafeNB - Assessment Services Department

1 Portland Street

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 \$74,800 for 2023 and \$76,900 for 2024 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 | * % | 2023 Actual Total Amount | 2024 Estimate Total Amount |
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Do not add these amounts to 2023/2024 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.