

## Client Services Procedure Manual

**Procedure: 601.00**

**Subject: Payment of Account**

### **601.01 Introduction**

WorkplaceNL requires that employers pay their accounts within 30 days of the invoice date. This procedure outlines the payment options available. Compliance with these payment options will ensure that the account remains in good standing and is eligible for clearance. For further information on clearance please refer to Policy ES-16 Clearance.

### **601.02 Payment Options**

Most employers have the option of paying their account either in full, or by installments with WorkplaceNL's deferred, interest-free payment plan (refer to section 601.04 for exceptions). The following outlines these options in detail:

#### **1. Payment of Full Balance**

Payment of an account is due 30 days from the invoice date. The following options are available for making full payment of an account:

1. Interac™
  - In-person at one of WorkplaceNL's offices
2. Cheque, money order or bank draft
  - In-person or by mail
3. At some financial institutions

You should confirm with your financial institution the number of days your payment must be made in advance of the payment due date to ensure that your payment is received by WorkplaceNL in time to avoid interest and penalties.

#### **4. Electronic Funds Transfer (EFT)**

You should contact your bank directly to arrange this type of payment.

5. On-line banking

You should ensure that the payee specified in the payment criteria is either: “WorkplaceNL”, or “NL Workplace Health, Safety & Compensation Commission”, depending on your financial institution. This is to avoid payments being misdirected to a workers’ compensation board in another province, or late payments and resulting interest charges.

6. One-time pre-authorized debit

A one-time payment can be made via pre-authorized debit by contacting WorkplaceNL at 709.778.1125. The Pre-Authorized Debit (PAD) agreement is available on WorkplaceNL’s website at [workplaceni.ca](http://workplaceni.ca).

**2. Deferred Interest-free Payment Plan**

Deferred interest-free payment plans are available upon request, and are detailed in WorkplaceNL’s Policy ES-04 Deferred Payment of Assessments.

Employers can choose from various payment timeframes, such as monthly, weekly, bi-weekly, quarterly and semi-monthly, as well as the calendar date for the payment, as specified in Policy ES-04.

To be eligible for a deferred interest-free payment plan, employers must have the following:

- Submitted payroll statements with the required information for all years;
- An annual assessment of \$50 or more;
- Provided a reasonable estimate of payroll for the current year (please refer to section 601.03 below);
- All prior year adjustments must be paid in full within 30 days of the invoice date; and
- An arrangement to make all payments by pre-authorized debit.

Deferred interest-free payment plans are available for newly registered firms. However, the first payment of the plan is due immediately upon setting up the payment plan. WorkplaceNL has both automatic renewal and employer-initiated payment plans.

**601.03 Reasonable Estimate**

The terms and conditions concerning reasonable estimate and reporting changes in payroll estimates can be found in Policy ES-04 Deferred Payment of Assessments.

One condition for a deferred interest-free payment plan is that a reasonable estimate of payroll be provided for the full current year. A reasonable estimate is defined as being at least equal to the prior year's actual payroll reported, or the average of the three years prior. If the estimate differs from these requirements, the employer may be required to demonstrate to WorkplaceNL's satisfaction why the estimate is lower before the payment plan is approved.

If the payroll estimate should change during the year, the employer is required to adjust the estimate by contacting WorkplaceNL within 10 days of the change. A reduction in an estimate may require an explanation in order to continue with a deferred interest-free payment plan.

#### **601.04 Accounts not Eligible for Deferred, Interest-free Payment Arrangements**

Employers classified as fishing (assessed per \$100 of fish purchased) and logging (assessed per cubic metre harvested), report quarterly, and therefore these accounts are not eligible for deferred interest-free payment arrangements. Payment must be made in full, 30 days from the date the report is due. Please refer to Procedures 404.00 The Fishing Industry, and 405.00 The Logging Industry for additional details regarding the payment of assessments for employers in these industries. Payment for householder coverage is due in full as of the start date of the coverage. In some situations, optional personal coverage may be paid via deferred, interest-free payment arrangement. Please refer to Policy ES-04 Deferred Payment of Assessments, for these situations.

#### **601.05 Account or Payment Default**

Firms that default on a payment, or do not comply with the invoice terms, will be charged interest monthly on the full outstanding balance until all missed payments, interest and fees are paid. The firm will no longer be in good standing and WorkplaceNL may commence collection action. For further information on collection action please refer to Procedure 602.00 Collection and Legal Process.

**Reference:** Workplace Health, Safety and Compensation Act, Sections 99, 100, 117, and 118  
Workplace Health, Safety and Compensation Regulations, Sections 28 and 28.1  
Policies: ES-04 Deferred Payment of Assessments  
ES-16 Clearance  
Procedures: 404.00 The Fishing Industry  
405.00 The Logging Industry

**Amendment History**

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