

## Client Services Procedure Manual

**Procedure:** 604.00  
**Subject:** Non-Sufficient Funds Payment

### 604.01 Introduction

WorkplaceNL requires employers to pay their assessments on time. This procedure outlines the penalties associated with providing WorkplaceNL with a payment for which the funds available to cover it are insufficient.

### 604.02 Non-Sufficient Funds Fee

When a payment is submitted to WorkplaceNL and then returned from the employer's financial institution indicating non-sufficient funds (NSF), WorkplaceNL will charge a NSF fee that must be paid by the end of the next invoice due date. This fee is non-reversible.

### 604.03 Impact on Clearance

When a payment is returned as NSF to WorkplaceNL from an employer's financial institution, the employer's account will be reviewed to determine if any valid clearances are outstanding. If a valid clearance is held by a principal contractor or legal counsel for a party to a legal transaction, the clearance holder will be informed that the employer is no longer in good standing with WorkplaceNL, and that the clearance is void, effective immediately. The employer's status of not in good standing will not change until the missed payment, as well as the NSF fee, is paid in full.

Policy ES-16, Clearance, includes further information regarding clearances and can be found on WorkplaceNL's website at [workplaceni.ca](http://workplaceni.ca).

**Reference:** Workplace Health, Safety and Compensation Act, Sections 117, 118  
Policy ES-16, Clearance

#### Amendment History

Original Effective Date	2018 09 11
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