

Please email your completed form to [employeraccounts@wsib.on.ca](mailto:employeraccounts@wsib.on.ca)

**For internal use only**

Date received (dd/mm/yyyy)

**Upon request and approval by WSIB, the partnership or corporation may report the insurable earnings of non-exempt partners or executive officers who do not perform any construction work under a reduced premium rate. If you are a partner or executive officer in construction that is not exempt from mandatory coverage, you can apply for a reduced premium rate if:**

- You or one of your fellow executive officers or partners do not perform any construction work or provide direct on-site supervision of employees. Only one executive officer or partner can apply for an exemption from coverage, those that are not exempt are eligible to apply for a reduced premium rate.
- Your business strictly does home renovations and you are always hired and paid by the homeowner or resident. You must still have coverage for your employees.

Independent operators and sole proprietors in construction are not eligible for the reduced premium rate.

### Declaration for non-exempt partners and executive officers in construction requesting a reduced premium rate

**The partner or executive officer or an authorized business representative must complete this form.**

Business legal name (Legal entity)	Account number or firm number
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As an authorized representative of this business, I understand that:

1. We have the right to determine if the partner or executive officer is eligible for the reduced premium rate for non-exempt partners or executive offers in construction.
2. Only the insurable earnings of eligible partners or executive officers can be reported under the reduced premium rate for non-exempt partners and executive officers in construction.
3. We may request proof of ownership or executive officer status at any time.
4. If a partner or executive officer engages in any construction work, or if there is any other material that affects this request, you must notify us within 10 days of the material change occurring.
5. If we discover that insurable earnings for an individual who does not qualify are reported under the reduced premium rate, a retroactive premium adjustment may be made to your account.
6. It is an offence to knowingly make a false or misleading statement or to fail to report a material change.

### List all eligible non-exempt partners or executive officers reported under a reduced premium rate

First name	Last name	Title
First name	Last name	Title
First name	Last name	Title

Email [accessibility@wsib.on.ca](mailto:accessibility@wsib.on.ca) if you need a different format or accommodation. Disponible en français.

By signing this request, I certify that each partner or executive officer reporting insurable earnings under the reduced premium rate for non-exempt partners and executive officers in construction is not exempt from mandatory coverage in construction and does not perform any construction work.

First name	Last name	Title/position with company
Signature	Telephone	Eligibility date (dd/mm/yyyy)
Check this box if you are completing and submitting this form electronically. This represents your signature. You must fill out your name and the date above.		

Personal information on this form is collected under the authority of the *Workplace Safety and Insurance Act (WSIA)* to administer and enforce the WSIA. If you have any questions, please call 416-344-1000 or 1-800-387-0750.

The reduced premium rate is effective the date that the first partner or executive officer is eligible. If the eligibility date is earlier than the date the request was received, the effective date will be January 1 of the year the reduced rate was requested.

**Terms**

**Construction** refers to any of the industries listed under Class G construction in the WSIB Employer Classification Manual.

**Construction work** is any manual work of a skilled or unskilled nature, operation of equipment or machinery, or direct on-site supervision of workers. Periodic site visits are not considered construction work as long as the partners or executive officers are not performing construction work.

**Partner** operates a business together with one or more partners, though you may or may not share the business equally.

**Executive officer** controls the direction of the entire organization or key functions of the organization (e.g. operations or finance). Titles such as president or vice president do not automatically make you an executive officer. To be considered an executive officer, you must be listed as such on corporate documents and be empowered to act on behalf of the organization.