

## Closing/re-opening an employer account

If your employer account is still open but your business has been sold or is no longer operating, you can close your account online using Online Services at [www.wcb.ab.ca](http://www.wcb.ab.ca), by contacting us, or by sending in the [A635 closing an account request form](#).

### Information needed to close an account

- reason your account is being closed: sale of business, seasonal operation, business ceased, etc.
- last date workers were employed
- actual gross insurable earnings for workers and any subcontractors you were required to cover
- any Personal Coverage that should be terminated
- updated mailing address and phone number
- if your business was sold, the contact name and phone number of new owners
- the name and phone number of your solicitor (this is required if a Sale of Business clearance letter is required for the new owner)

Once this information is given, your account will be closed and a final invoice will be sent.

### Re-opening your account in the future

You can re-open your account online at [www.wcb.ab.ca](http://www.wcb.ab.ca) by selecting “open a WCB account.” If you re-open your business later or start a new business, remember to contact us within 15 days of the workers’ start date and provide an estimate of their gross earnings from the date they started until December 31st. If you do not contact us, your account will be subject to a late registration penalty.

If you want Personal Coverage renewed for the owners, contact us to discuss coverage amounts, benefits, etc. to determine the best coverage for you or visit us online at [www.wcb.ab.ca](http://www.wcb.ab.ca).