

Payment options for employers

**There is a minimum \$200 premium charged on each WCB-Alberta account per calendar year.*

1. Pre-authorized debit payment (PAD)

- If you sign up for PAD, payments are automatically withdrawn from your bank account on the invoice due date or next business day.
- If your annual premium is greater than \$1,200 and you are signed up for PAD, you can request to pay your premiums in monthly installments. You can download an application form at http://www.wcb.ab.ca/pdfs/employers/preauth_debit_plan.pdf.
- If you have questions about the pre-authorized payment option, please contact our office.

2. Visa or MasterCard

- Online services on our home page, select the “Pay your premiums” link.
- There is a \$5,000 monthly transaction limit when using a credit card.

3. Authorized Canadian financial institution

- *PC electronic & telephone banking*

You can pay your WCB Alberta premium using your computer or phone from any bank, trust company or credit union in Canada. This option is set up directly with your bank – you just need to select WCB Alberta as the payee.

- *At bank counters or ATM machines*

You can pay your WCB-Alberta premium invoice at any financial institute in Canada, but you must include the tear-off stub from the first page of the invoice or a copy of your entire invoice.

Please allow five business days for your payment to be credited to your WCB-Alberta account.

4. Mail

- A pre-addressed envelope is included with each invoice that has a balance owing. Enclose the tear-off stub from the first page of your invoice with your cheque or money order. If you do not have the invoice stub, please ensure your WCB-Alberta account number is written on your cheque or money order. Send the payment to:

Workers' Compensation Board-Alberta
PO Box 2542 Stn M
Calgary AB T2P 5E7

**This address is for payments only*

5. In person

- You can pay in person with cash, cheque, money order, credit card (VISA or MasterCard) or debit card at either the Edmonton or Calgary WCB-Alberta office. An after-hours slot is located at each office. If paying after-hours, please use an envelope and include your WCB-Alberta account number.

Edmonton:
9912 - 107 Street

Calgary:
Unit 150, 4311 - 12 Street NE

**No EFT or wire transfer at this time.* EFT or wire transfer payments do not allow WCB-Alberta to process them automatically, and the transaction does not include the employer's WCB-Alberta account number for manual processing.

Annual premium installment plan

<u>Premium Amount</u>	<u>Installments</u>
Up to \$499.99	1
\$500.00 to \$1,499.99	2
\$1,500.00 to \$4,999.99	4
\$5,000.00 and up	6