

# Ready to fill out your annual return?

## Here are three things to keep in mind:

### 1. Avoid two common mistakes when entering worker earnings.

- **G-1 asks for the total gross workers earnings before deductions.**  
Please enter the total gross income for all workers—don't make any adjustments or deductions on this line. You'll find this information in Box 14 on all T4 Summary of Remuneration Paid and other employment earnings records.
- **L-2 is where deductions for individual worker earnings over \$98,700 are entered.**  
This doesn't include excess earnings from directors, proprietors or partners—these amounts are deducted on line L-1. You can enter a zero if all your workers earned less than \$98,700.

### 2. The deadline to file your return is Feb. 28, 2018.

If you're an employer with workers, you're required to fill out an annual return reporting your workers' insurable earnings paid in the last year along with the earnings you expect to pay in the upcoming year. This is vital information to ensure you're paying the correct premium amounts.

### 3. Filing online is quick and easy.

Built in calculations, error checking and simple navigation makes the process easier than ever. All you need is your account number and password to get started, and they're both included in the attached letter.

#### Need help?

You can view a demo on how to fill out your annual return by going to [www.wcb.ab.ca/myreturn](http://www.wcb.ab.ca/myreturn).

#### Still have questions?

Contact us toll free at 1-866-922-9221, 780-498-3999 in Edmonton or 403-517-6000 in Calgary.