

# Individual Earnings Record

Employer \_\_\_\_\_

Calendar Year \_\_\_\_\_

WCB Account  
Number \_\_\_\_\_

This record book is provided for your convenience. It will assist you in keeping an accurate, up to date record of all wages earned by your workers, together with the number of hours worked by each. The records you maintain for WCB purposes may be requested for review

For the Individual Earnings Record to be useful to you:

1. all necessary columns to properly record payroll are provided.
2. workers paid monthly, semi monthly, or biweekly, require one form per year. Workers paid weekly will require two forms per year.
3. all pertinent data relating to individual workers should be recorded in the spaces provided.

**Please note: Column 4, Total Earnings, is the amount that is reported to the WCB as your insurable earnings.**





# WCB OFFICES

You can email us at: [contactcentre@wcb.ab.ca](mailto:contactcentre@wcb.ab.ca)

You can access our offices toll-free from anywhere in Alberta.  
Dial 1-866-922-9221 and then enter one of the following phone numbers:

## WCB mailing address

PO Box 2415

Edmonton AB T5J 2S5

**In Edmonton**      **Fax:**      **780-498-7999**  
                                 **Phone:**      780-498-3999  
**Toll Free phone in Alberta**      1-866-922-9221

**In Calgary**      **Fax:**      **403-517-6201**  
                                 **Phone:**      403-517-6000  
**Outside of Alberta**      1-800-661-9608

Online: [www.wcb.ab.ca](http://www.wcb.ab.ca)