

Premium audits

All employers who have a WCB account, or those who may require one, are subject to a premium audit. Our premium audit program supports WCB's commitment to fairness and financial stability by ensuring Alberta employers are paying the right price for workers' compensation insurance and are operating within compliance with the [Workers' Compensation Act](#). Accounts are chosen randomly or through a selection process based on a number of factors including the industry and size of operations.

If you're selected for a premium audit, it does not mean that you have done anything wrong. Instead, it provides the opportunity for us to verify that:

- Your workers' assessable earnings are reported correctly.
- Any optional coverage is in effect as desired.
- Your business activities are included in the proper industry classification.
- The appropriate assessable earnings and claims history is used to set your premium rates.
- Your workers' claims are correctly charged to the appropriate account.

In addition to the audit component, our premium auditors will work with select employers to help improve their disability management program by focusing on two elements: 72 hour injury reporting performance and modified work percentage.

Getting started

A premium audit is a formal examination and verification of an employer's operations and financial records. Records in Microsoft Excel format are preferred where practical. Please ensure all your financial records are readily accessible for the auditor's review.

Records may include the following:

- Financial statements.
- Payroll records.
- Any T4s, T4As and the respective T4 and T4A summaries.
- Tax returns.

- General ledgers.
- Accounts payable ledgers.
- Accounts payable Invoices.
- Accounts payable vendor listings.
- Cancelled cheques and cheque stubs.
- Synoptic journals.
- Chart of accounts.
- T5018s (Statement of Contract Payments).
- T2125 (Statement of Business or Professional Activities).
- Contracts with clients.

Where is an audit conducted and how long does it usually take?

We normally audit employer records at the place where the records are maintained in Alberta. If you do not retain records in Alberta, we can make arrangements to have the records sent to us. Alternatively, we can arrange to complete the audit at an out-of-province location subject to reimbursement of our travel and accommodation costs by your organization. Depending on the size of your operation, the audit can take anywhere from several hours to several weeks to complete. Auditors strive to minimize disruptions within your business.

Results

The auditor will email you the audit results along with a detailed summary report. The auditor will explain the audit findings and provide recommendations where necessary.

If you do not agree with the results of the audit, you have one year from the date of the decision to submit an appeal. Information about the appeal process is available in the [employer fact sheet](#).

For additional information about WCB's premium audit process, please contact WCB's Premium Audit team at 1-866-922-9221.

