

You are responsible for ensuring workers compensation coverage is in place for all your workers/owner operators. If your owner operators are not registered with the WCB, coverage becomes your responsibility.

Administration of workers compensation insurance for each province or territory that you operate within, or drive through, can be time consuming and complicated.

Generally, you are required to register for workers compensation within each jurisdiction you travel to, or through, and report payroll and pay premiums in each jurisdiction accordingly.

In order to reduce the administrative burden of registering with the compensation boards in every Canadian jurisdiction you travel to, or through, all provinces and territories in Canada participate in the Alternative Assessment Procedure (AAP).

This procedure allows you to pay your premiums only to those workers compensation agencies that operate in the province/territory where your workers/owner operators live.

## Who is eligible to participate in the AAP?

If you have workers/owner operators who live in Manitoba and operate outside the province (even on a limited basis), but within Canada, you may opt to participate in the AAP.

You cannot participate in the AAP if your workers/owner operators work in the United States exclusively, regardless of where they live in Canada.

Currently, the following industries can apply to participate in the AAP:

- general trucking/hauling
- bulk liquids trucking
- courier, messengers, and delivery
- charter bus
- interurban and rural bus transportation
- land, scenic, and sightseeing transportation
- used household goods and office goods moving
- dry bulk materials trucking
- forest products trucking
- specialized freight trucking
- pilot cars



## How do I report payroll of my workers/owner operators in Manitoba?

When providing payroll information of workers/owner operators, please include the earnings of all workers who live in Manitoba.

If you participate in the AAP and have workers who live in other provinces or territories, you must register within those jurisdictions and report all earnings of the workers who live there.

## What happens if one of my workers/owner operators is injured while working in another province or territory?

Regardless of where the assessment is paid, an injured worker can file a claim either in the province/territory in which they live or in the jurisdiction where the injury occurred. For example, a Manitoba resident injured outside the province can file a claim either with the WCB in the jurisdiction where the injury occurred or with the Manitoba WCB.

## How do I sign up for the AAP?

If you are interested in participating in the AAP, please complete the application form on the following page and return it to the Manitoba WCB.

Our mailing address is:

Assessment Services  
333 Broadway  
Winnipeg, MB R3C 4W3

You can also email the completed application to [assessmentservices@wcb.mb.ca](mailto:assessmentservices@wcb.mb.ca) or you can fax it to us at 204-954-4900 or toll-free in Canada and the United States at 1-866-245-0796.

## Sign up before the February 28 deadline

You can sign up for alternative assessment when you register or when you begin operating in a qualifying interjurisdictional trucking or transport industry.

If you are currently registered and have interjurisdictional trucking operations, you can switch to alternative assessment at the beginning of each calendar year. If you're making the switch, remember to submit your application before February 28.

For more information, including program registration, please call Assessment Accounts at 204-954-4505 or toll-free in Canada and the United States at 1-855-954-4321, ext. 4505.

This publication is provided for general information. It is not intended to be legal advice, and should not be relied on as such. For more specific information, see *The Workers Compensation Act and Regulations* and *WCB Policies*. These documents are available on the WCB website at [wcb.mb.ca](http://wcb.mb.ca).

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**WCB**  
Workers Compensation  
Board of Manitoba

**If you're  
hurt at work,  
we're  
here to help.**

## Application for the Alternative Assessment Procedure (AAP)

WCB MB account number	Start date of interjurisdictional operations (yyyy-mm-dd)
Legal name	Trade name
Contact person	Position title
Phone number (include area code)	Fax number (include area code)
Mailing Address	

<i>Please check as applicable.</i>	<i>Workers travel in or through...</i>	<i>Workers live in...</i>	<i>The firm has a place of business in...</i>	<i>Account number (if you are registered in another jurisdiction)</i>
Alberta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
British Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manitoba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Brunswick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Newfoundland and Labrador	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Northwest Territories and Nunavut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prince Edward Island	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Québec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saskatchewan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yukon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Eligible industries

<i>Please indicate the industry in which your firm is operating (check all that apply).</i>			
Bulk Liquid Trucking	<input type="checkbox"/>	Bus Lines	<input type="checkbox"/>
Couriers, Messengers and Delivery	<input type="checkbox"/>	Charter Bus	<input type="checkbox"/>
Dry Bulk Materials Trucking	<input type="checkbox"/>	Forest Products Trucking	<input type="checkbox"/>
General Trucking/Hauling	<input type="checkbox"/>	Interurban and Rural Bus Transport	<input type="checkbox"/>
Specialized Freight Trucking	<input type="checkbox"/>	Used Household and Office Goods Trucking	<input type="checkbox"/>
		Other (please specify)	

### Declaration

<ul style="list-style-type: none"> <li>I am the applicant or its authorized agent. By submitting this application, I confirm that the applicant is seeking to elect the Alternative Assessment Procedure (AAP); is agreeing to assume obligations under <i>The Workers Compensation Act of Manitoba</i>; and has read or otherwise fully understands the content, requirements, and declaration of this application. Further, I confirm that the information provided is complete and accurate.</li> <li>The applicant firm grants authority to the Assessing Board to provide information, including personal information, to Participating Boards which, at the sole discretion of the Assessing Board, is considered necessary for the effective administration of the AAP.</li> </ul>	
Name of authorized signing authority (please print)	Position title
Signature of authorized signing authority	Date (yyyy-mm-dd)

**Please retain a copy of this document for your own records.**

**Effective Date (for WCB purposes only)** \_\_\_\_\_

### Summary of terms and conditions

1. Once this application is accepted by The Workers Compensation Board of Manitoba, the terms and conditions form part of a legally binding contract.
2. These terms and conditions incorporate by reference the *Interjurisdictional Agreement on Workers' Compensation* (the IJA) and carry the same force and effect as that document.
3. The IJA may be revised from time to time without notice. Once published, those revisions are incorporated into these terms and conditions.
4. If this application is accepted, the firm will pay premiums for each impacted worker to the Assessing Board in accordance with the Alternative Assessment Procedure (AAP). The Assessing Board will notify the appropriate Registering Board(s) of its acceptance of the firm for the AAP.
5. If the firm employs workers living in any jurisdiction other than Manitoba, the firm must contact the workers' compensation authority in that jurisdiction to ascertain whether registration is required and to secure compensation coverage for all eligible workers.
6. A worker's right to claim benefits from the jurisdiction of residence or the jurisdiction of injury is not affected by this procedure.

### General information

The AAP forms part of the *Interjurisdictional Agreement on Workers' Compensation* (the IJA), an agreement between all Canadian workers' compensation authorities. Changes to the IJA are made public on the Association of Workers' Compensation Boards of Canada website, [www.awcbc.org](http://www.awcbc.org), where you can also obtain a copy of the IJA.

Each workers' compensation authority in Canada generally requires an out-of-province firm to pay premiums for every worker who travels in or through the province or territory; however, a firm that elects the AAP will pay premiums to the workers' compensation authority in the jurisdiction where a worker lives, provided the worker is eligible for compensation coverage from that jurisdiction for work undertaken anywhere in Canada. Once an application for the AAP has been approved, the Assessing Board will notify Registering Boards of the application, and a registration will generally be established in each applicable jurisdiction.

### Payment and reporting options

A firm engaged in an eligible interjurisdictional industry may elect one of the following options:

1. Report earnings and pay premiums to each workers' compensation authority for work performed in that jurisdiction. In trucking and transportation industries, earnings and premiums are based on a percentage of kilometers driven in each province or territory.
2. Elect the AAP, which allows the firm to report interjurisdictional earnings and pay premiums for a worker to the workers' compensation authority in the jurisdiction where the worker lives.

An employer who elects the AAP may only use this method of paying assessment premiums for a worker performing work in an included industry and working in more than one jurisdiction. An employer must continue to pay premiums for all other workers in the province or territory where they work.

Participation in the AAP is for a full calendar year and mid-year changes will not be permitted. To withdraw from the AAP, a firm must provide written notice to the Assessing Board and each Registering Board prior to the commencement of the applicable calendar year. The firm will then be withdrawn from the AAP effective January 1 of the next calendar year.