General Instructions

1. The Quarterly Unified Employer Assessment Private Self-Insurers Remittance Form (GA-3) must be completed each quarter on a calendar year basis by every active self-insured employer and submitted, with payment, within thirty days of the end of the quarter.

2. The Quarterly Unified Employer Assessment Private Self-Insurers Remittance Form - Payroll by FEIN Addendum (GA-3.1) is required when more than one employer is approved to self-insure on a consolidated basis under the W number shown.

3. The payroll by class code reported on the Quarterly Unified Employer Assessment Private Self-Insurers Remittance Form (GA-3) must include all employers listed here.

4. Questions about the form or process should be directed to WCBFinanceOffice@wcb.ny.gov.

5. This report, if applicable, must be sent quarterly with the Quarterly Unified Employer Assessment Private Self-Insurers Remittance Form (GA-3)

Self-Insurer Information

1. The WCB Identification Number or "W Number" as assigned to the self-insurer when approved to self-insure.

2. The name of the self-insured employer must be the full legal name of the employer approved to self-insure.

Employers Covered Under the W Number

1. The FEIN, or Federal Employer Identification Number must be reported for the self-insurer and all other employers approved to self-insure on a consolidated basis under the W number assigned.

2. The self-insured employer name must be the full legal name of the employer approved to self-insure.

3. Total quarterly gross payroll associated with the FEIN number.

4. The total payroll of the Quarterly Unified Employer Assessment Private Self-Insurers Remittance Form - Payroll by FEIN Addendum (GA-3.1) total payroll must agree with that reported on the Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return (NYS-45); specifically, Part C employee wage and withholding information. If total quarterly payroll does not agree with NYS-45, please provide reconciliation. No payroll caps are to be applied. The total Payroll on the GA-3 line 6 must match the Total Payroll on the GA-3.1 line 4.

GA-3.1 Instructions (2022)