

**Instructions for Completing Quarterly Unified Employer Assessment  
Private Self-Insurers Remittance Form  
Payroll by FEIN Addendum  
State of New York - Workers' Compensation Board**

### **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](mailto: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.