

Checklist before using either form

- The employing entity's workers compensation policies are current (not expired).
- The existing and proposed details on the forms are accurate and correct.
- Confirm the policy record in WorkCover WA Online matches the insurer's policy record before selecting the relevant section of the form.

Who is responsible for submitting these forms?

Insurers are responsible for ensuring that the forms are completed correctly and submitted to WorkCover WA.

Which form do I use?

Use Form 504 if you want to:

- update an employer or employer-related entity name where the ABN, ACN or ARBN remains unchanged (complete Subsection D1 of Form 504)
- add a new employer or employer-related entity to the policy (complete Subsection D2 of Form 504)
- replace a trustee for a trust, where the trust remains the same (complete Subsection D3 of Form 504)
- report an employer restructure where there is no change to responsible officers (complete Subsection D4 of Form 504)
- correct an error where an employer or employer-related entity was incorrectly recorded against a WCN (complete Subsection D5 of Form 504).

Use the Employer Policy or Coverage Cancellation Declaration if you want to:

- cancel a policy
- remove one or more policy holders from a joint policy.

Updates to employer contact details (e.g. address, phone or email) are submitted through insurer data submissions (NIDS) and do not require Form 504.

What happens if the employer's ABN, ACN or ARBN has changed?

1. Create a new policy and WCN for the employing entity.
2. With the existing policy,
 - if the existing policy has expired, the policy should be lapsed with no further action needed.
 - if the existing policy has not expired, then submit a policy cancellation request to cancel the policy via WorkCover WA Online. Please ensure all supporting documentation including the Employer Policy or Coverage Cancellation Declaration is provided.

Can I use Form 504 to cancel a policy or remove an employing entity?

No, Form 504 is not for cancellations.

To cancel coverage or remove an employer from an existing policy, please submit a policy cancellation request via WorkCover WA Online and follow the prompts:

- To cancel policy, please select cancellation and attach a completed Employer Policy or Coverage Cancellation Declaration signed by an authorised person.
- To remove an employer from a joint policy, please select 'Cancellation' followed by 'Submit ECC'. You will be required to select the employer(s) you wish to remove and reason for removal. Please ensure you provide an Employer Policy or Coverage Cancellation Declaration signed by an authorised person and any supporting documentation.

What supporting documents may be requested?

For Form 504, a system report, screenshot, or Certificate of Currency showing the details previously reported to WorkCover WA for this policy must be submitted with it. Additional evidence may be requested by WorkCover WA where the information provided in the Form 504 cannot be confirmed.

For Employer Policy or Coverage Cancellation Declaration, you may be required to provide a Certificate of Currency (if insured elsewhere or restructured), notice of liquidation/administration, or Annex A or B for listing multiple entities.

Where do I submit these forms?

- Form 504s are to be emailed to dataqualitycoding@workcover.wa.gov.au.
- Employer Policy or Coverage Cancellation Declarations are to be submitted via WorkCover WA Online.