



People



Checklist



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Outsourcing Alert: State Insurance Fund – annual payroll statement

June 19, 2017

It is the duty of every employer to his/her employees against all work-related injuries, illnesses or death with the Puerto Rico State Insurance Fund Corporation (CFSE) Worker's Insurance.



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Annual payroll statement - next due date

The Annual Payroll Statement (Form FSE 693) must be filed with the CFSE on or before July 20, 2017. The same must show the number of employees, occupation or industry classification and the respective total amount of wages paid during the immediately preceding fiscal year ended June 30.

Employers should be receiving the Annual Payroll Statement by mail during the next month. Also, the statement can be completed and filed through the CFSE internet portal. Please note that tax payments are due regardless of this website's availability.

Filing changes

Employers must provide with the Payroll Statement one of the following documents:

- Quarterly Unemployment & Disability Insurance Tax Report submitted to the Department of Labor for the quarters of September 2016, December 2016, March 2017 and June 2017.
- Employer's Quarterly Return of Income Tax Withheld for the quarters of September 2016, December 2016, March 2017 and June 2017.
- Employer's Quarterly Federal Tax Return (Form 941) for the quarters of September 2016, December 2016, March 2017 and June 2017.

Call to action

Access our website and visit
our Professional articles box
www.grantthornton.pr

Access the CFSE link for
Internet Portal
[http://web.fondopr.com/es
/transacciones-linea](http://web.fondopr.com/es/transacciones-linea)

If the employer submits the Payroll Statement using the CFSE Internet Portal, will have an access to upload the require documents. If the information requested is not provided, the employer recognizes and accepts that the CFSE could make the necessary arrangements to obtain the information and make any premium adjustments.

These requirements do not apply to employers whose policies only cover domestic activities.

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