



People



Checklist



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# State Insurance Fund – annual payroll statement

June 18, 2018

It is the duty of every employer to insure 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, 2018. 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 start receiving the Annual Payroll Statement by mail during the month of May. 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 requirements

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 2017, December 2017, March 2018 and June 2018.
- Employer's Quarterly Return of Income Tax Withheld for the quarters of September 2017, December 2017, March 2018 and June 2018.
- Employer's Quarterly Federal Tax Return (Form 941) for the quarters of September 2017, December 2017, March 2018 and June 2018.

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This requirement does not apply to employers whose policies only cover domestic activities and house maintenance, nor employer that only have in their policies the self-employers classifications (8811, 8812, 8813, 8814, 8815, 8816 or 8817).

Access the CFSE link for Internet Portal

<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.

The CFSE makes changes to the Internet Portal, so your experience submitting the payroll statement will be faster and easier.

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