

APPLYING FOR EMPLOYMENT INSURANCE (EI) BENEFITS

IMPORTANT NOTICE FOR NON-TEACHING EMPLOYEES - 2009

The information below will assist you in completing your application for EI benefits. Ensuring your application is completed correctly and on time will help reduce processing delays.

How to File?

Go to: www.servicecanada.gc.ca - select "Access Employment Insurance services" under the "On-line Services and Forms" heading, then select "Application for Employment insurance Benefits on-line".

When to File?

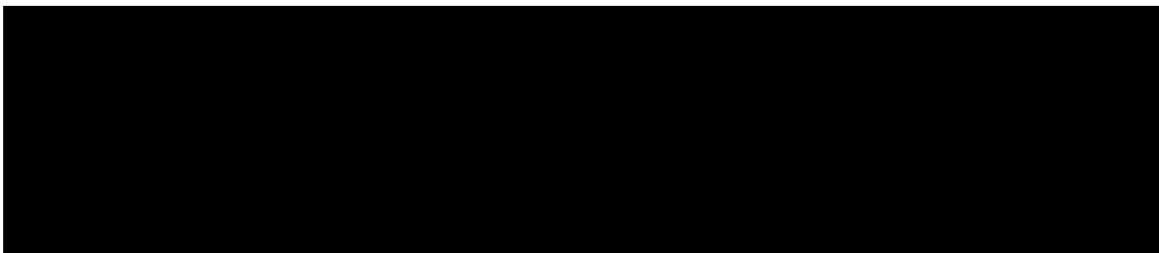
Your claim cannot be calculated until we have received a Record of Employment (ROE) from every employer you have worked for in the last 52 weeks. Submit your application around the same time your ROE is issued. **Do not wait more than 4 weeks after your last week of work to file your application or you may lose benefits.**

Note: ROEs with Serial Numbers starting with "W" or "S" are submitted to us electronically so you do not need to submit a copy. All other ROEs must be mailed to or dropped off at your local Service Canada Centre as soon as possible.

Use a Reference Code!

A reference code has been assigned to help us process school board claims more efficiently. At the beginning of the application, you will be asked if you have been given a reference code; answer "Yes" and enter the following code - **4753012009SCHOOL**.

Important! The reference code is case sensitive so make sure you enter the last 6 letters in CAPITAL letters. It is only valid from **June 15 to August 31, 2009**.



Receiving a Pension?

If you are currently receiving a pension OR you will be receiving a pension within the next 52 weeks, you will need to provide us with the type of pension, the monthly amount, and the date when your pension first started being paid.