

Employment Insurance-EI

It is important that you apply for Employment Insurance, more commonly known as EI, as soon as you stop working or on your last day of work.

The sooner you apply, the sooner you'll know if you're eligible and the sooner you can start receiving benefits.

Whether you apply from your home computer, a computer at our nearby Service Canada Centre, or from a public location like your local library, the application process is the same.

If you have any questions about how to complete the online form, the online "help" instructions can usually answer them.

Information Required

Social Insurance Number.

Your mother's maiden name.

Mailing address, as well as your residential address, if it's different...

Banking information.

Records of Employment from every employer you've worked for in the last year.

Send an email via First class to Payroll with your Employee ID number and last day of work, requesting for your ROE to be electronically submitted to Service Canada.

EI codes may be available on Web Portal. You can apply with or without it.

To see electronic versions of your Records of Employment, you can register for a My Service Canada Account.

Reporting is to be done every 2 weeks.

Click on the "Apply for Employment Insurance Benefits" link on our Service Canada .

<http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>

PLEASE DIRECT ANY EI RELATED QUESTIONS TO EI AND NOT TO HWOTL.