

# APPLYING FOR EMPLOYMENT INSURANCE (EI) BENEFITS

## IMPORTANT NOTICE FOR TEACHERS - 2011

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.

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### How to File?

Go to: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) - select "Employment Insurance EI" under the "Programs and Services for You" heading, then select "Apply for Employment insurance Benefits on-line in the Box headed "Applying for EI"".

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### When to File?

Submit your application around the same time your Record of Employment (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**

**If you have any weeks left on your previous claim it will automatically be renewed. If you wish to start a new claim contact our EI call centre at 1 800 206-7218 prior to making your application.**

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### What to Submit?

**Record of Employment (ROE)** - If your employer issues Records of Employment (ROEs) in paper format, you must request copies of all ROEs issued during the last 52 weeks. You will need to provide us with these paper ROEs - we cannot finalize your application until we receive them. You must either mail us your paper ROEs or drop them off in person at a Service Canada Centre. The Service Canada Centre addresses will be provided once you have completed your online application.

Deleted: Your claim cannot be calculated until we have received a ROE from every employer you have worked for in the last 52 weeks. If the Serial Number of your ROE starts with "W" or "S", do not submit a copy as it has already been submitted to us electronically. All other ROEs must be mailed to or dropped off at your local Service Canada Centre as soon as possible.¶

✓ If your employer submits ROEs electronically to Service Canada, you do **not** need to request a copy of your Record of Employment from your employer.

✓ **Teacher's Contract** - If you had a teaching contract with a School District for the 2010/2011 school year and/or if you have received an offer of a teaching contract with a School District for the upcoming school year, you are required to provide a copy of your contract(s). If you have not been provided with a copy, please give the date the offer was accepted.

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### 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.

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### Service Canada On-line Services

Not only can you file an application on-line, but you can also submit your bi-weekly reports, view your claim information, change your address AND add, change or stop Direct Deposit. Simply select one of the following options after logging on to [www.servicecanada.gc.ca/en/sc/ei/index.shtml](http://www.servicecanada.gc.ca/en/sc/ei/index.shtml):

- ✓ "Application for Employment Insurance benefits on-line"
- ✓ "Internet Reporting Service"
- ✓ "My Employment Insurance Information on-line"