

Enrolment Forms Checklist Research Associates Academic

As part of your Welcome & Orientation Meeting with Health Sciences Human Resources Services, you will be enrolled in payroll and benefits. To complete this process there are a few documents for you to review, sign, and submit to human resources. This checklist has been created to assist you in that process so you may ensure all required forms for enrolment are complete. If possible, please try and complete as many of the forms as possible in advance of your Welcome & Orientation Meeting. Please bring the completed forms to your Meeting, or send them in advance to your HR Representative.

Complete	Document
	Employee Contact and Deposit Form
	Federal Personal Tax Credits Return (TD1) Form
	Provincial Personal Tax Credits Return (TD1) Form
	Extended Health and Dental Positive Enrolment Form
	Group Life Insurance
	Sun Life Health Statement (Optional) *Send directly to Sun Life Assurance Co. of Canada
	Voluntary Personal Accident Insurance (Accidental Death & Dismemberment – AD&D)
	Declaration of a Spousal Relationship *Complete only if you are married or in a common law relationship (living together for more than one year)
	Desjardins Group RRSP Enrolment Form
	Desjardins Group RRSP Investment Instructions
	OHIP/UHIP Declaration
	Freedom of Information and Protection of Privacy Act (FIPPA)
	Confidentiality Statement