

Employees of School Boards and School Related Occupations

Instructions for Applying for Employment Insurance

Complete your application for Employment Insurance benefits on-line at:

www.servicecanada.gc.ca

A Reference Code has been assigned for Ontario residents only. During the application process you will be asked for this Reference Code.

The same Reference Codes will be used for Summer, Christmas and March break for 2008/2009. Please keep for your records.

3529012008SCHOOL - for service in English

3529012008FRENCH - for service in French

Enter the Reference Code exactly as shown in capital letters. These codes are case sensitive and will be open for use only during the following periods.

Summer 2008	02 June 08 to 01 Aug 08
December break 2008	8 Dec 08 to 23 Jan 09
March break 2009	02 Mar 09 to 03 Apr 09

These Reference Codes should only be used if you are applying for **regular benefits**. Do not use if:

- you are applying for special benefits (Sickness, Maternity, Parental or Compassionate Care Benefits; or
- you are pregnant and would like to automatically switch to maternity benefits immediately after collecting regular benefits.

You will be asked to provide personal information (Social Insurance Number, first and last name, date of birth, and **your mother's maiden name** (*her last name when she was born*)). **If this information is not correctly entered, there may be a delay in processing your claim.**

You will no longer be asked to provide a return to work date on your application.

You are encouraged to submit your application when you receive your Record of Employment if it is paper. Your employer may have made arrangements to send the paper ROEs direct to Service Canada please check with your employer. You should file during the week they were sent.

If your employer will be transmitting your Record via internet. You are encouraged to file in the week it is being transmitted. Your employer should be able to provide an estimated date the ROE will be transmitted.

You should not delay in filing more than 4 weeks after your last week of work or you may lose benefits. You do not need your Record(s) of Employment to apply however they will be required to calculate your benefits.

Records of Employment with Serial Numbers starting with **“W” or “S”** do **NOT** need to be submitted to your Service Canada Centre.

However, you are required to submit all Records of Employment not previously submitted to your local SCC with Serial Numbers starting with **“A”, “E” or “L”** for all employment within the last 52 weeks (this includes any full-time, part-time or casual employment with another employer or school board).

If you have questions please call the Employment Insurance Call Centre (**Monday to Friday from 8:30 am to 4:30 pm**) at 1-800-206-7218.

Please review these service offerings during your visit to the Service Canada Website:

[Application for Employment Insurance on-line](#),
[Internet Reporting Service](#)
[My EI Information on-line](#),
[Tax Information Slips on-line - T4E](#)

Note: If your usual place of residence is located outside the province of Ontario, do not use the above Reference Codes when completing your application on-line.