

## Enrolment Forms Checklist MUALA Librarians

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