

## New Resident Forms to be Completed

Please **complete and return these 10 Items on or before March 31, 2017:**

- Copy of SIN **AND** ID/Birth Certificate
- Criminal Records Check
- Challenge Response Form
- Direct Deposit Enrollment Form
- Lab Coat and Scrub Size Information
- Maritime Resident Doctors Dues Authorization Form
- Pledge of Confidentiality
- Resident Information Form
- TD1NS Nova Scotia Personal Tax Credits Return
- TD1 Personal Tax Credits Return

**\*\*\*\*\*Failure to do so could delay the start of your residency\*\*\*\*\***

### ► Copy of SIN and ID/Birth Certificate

- Valid proof of identity is required to start your residency. This is done in the form of:
  - Photocopy of your social insurance card **or** top portion of tax assessment
  - Photocopy of your birth certificate **or** passport

### ► CRIMINAL RECORDS CHECK/VUNERABLE SECTOR SEARCH

- In some jurisdictions this can take 6-8 weeks so don't delay in obtaining the document.
- Criminal checks are only valid for use if dated six (6) months or less before your July 1<sup>st</sup> start date.
- You **MUST** submit the original document. **No copies accepted without exceptions.**
- **Please do not delay in sending your forms if you have not received your criminal check. You can send your check later when it is complete.**

### ► CHALLENGE RESPONSE FORM

- **Only fill** in name and ensure you specify your middle name or mark N/A if you do not have one
- You are not required to fill in the building, floor, room number etc
- Please complete password verification questions
- Please complete and **SIGN** and submit this form to us, we will add the supervisor signature at the bottom and send for you.
- Do not fax this form as instructed.

### ► DIRECT DEPOSIT ENROLMENT FORM

- Please refer to the "Guide to Completing Direct Deposit Form" (pg 2 of Direct Deposit Enrolment Form).
- You may use any bank or financial institution account across Canada.
- If you do not submit a void cheque or official bank form, a bank signature or stamp is required.
- Leave Employee # fields blank
- Line of credit accounts and bank accounts out side of Canada are not accepted.

► **LAB COAT AND OR SCRUB SIZE INFORMATON**

- Please ensure to fill out both the scrub and lab coat portions, checking none if applicable, even if you will not require each.
- Lab Coats can be tried on if you are unsure of size. Please see form for details.

► **MARITIME RESIDENT DOCTORS DUES AUTHORIZATION FORM**

- Membership in Maritime Resident Doctors is mandatory and NSHA will deduct dues from your pay.
- Dues are 1.3% of earnings
- These dues are also tax deductible and will show on your T4 slip.

► **PLEDGE OF CONFIDENTIALITY**

- This form requires a signed witness. Any person can witness this signature for you.

► **RESIDENT INFORMATION FORM**

- Please ensure you specify your middle name or mark N/A if you do not have one
- Please submit your permanent mailing address or your local mailing address as of July 1 (start or residency).
- If your address changes throughout your residency please change it through your employee self service access.

► **TD1 AND TD1NS FORMS (Personal Tax Credit Return Forms – (2 Forms)**

- These forms provide the employer with the amount of taxes to be deducted.
- Leave Employee # fields blank.
- FYI for tuition and education amount residents are required to personally pay \$500.00 towards tuition

**NOTE:** As your employer is in Nova Scotia, the Nova Scotia form applies even if you are in New Brunswick and Prince Edward Island

For further information or questions, please contact Medical Education:

Email: [meded@nshealth.ca](mailto:meded@nshealth.ca)

Phone: Linda Simpkin (902) 473-6508

Jennie Sanford (902) 473-1033

For information about your benefits, call Leanne at the Maritime Resident Doctors office at (902) 404-3597 or email

[Leanne@mardocs.ca](mailto:Leanne@mardocs.ca)

Please print, complete and mail or if you are in the Halifax area you may drop them off to:

Medical Education Services  
Room 225, Bethune Building  
Victoria General Hospital  
1276 South Park Street  
Halifax, NS, B3H 2Y9