

New Resident Forms to be Completed

Complete and return these documents on or before March 28th, 2018

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

Please Note: Where applicable please leave Employee # fields blank on forms

Copy of SIN and ID/ OR 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 1st start date.
- **You MUST submit the original document. No copies accepted without exceptions.**
- **Please do not delay in sending your other forms if you have not yet received your criminal check. You can send your criminal record/vulnerable sector check later when it is complete.**

DIRECT DEPOSIT ENROLMENT FORM

- Please refer to the "Guide to Completing Direct Deposit Form" on page 2.
(No need to fax to payroll just send it along to us with your other forms)
- 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.
- 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 able to come to our Halifax office)** 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
- You may use your current mailing address or a local mailing address as of July 1st (if known)
- If your address changes throughout your residency please change it through your employee self-service access or notify us of the change.

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

- Before completing your TD1 forms, you may wish to discuss the personal tax credits that are best suited to your situation with a financial advisor or the person who completes your annual income tax returns (**we are not allowed to advise**).
 - These forms can be changed at any time throughout your residency. These forms provide the employer with the amount of taxes to be deducted.
 - 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

□ **ALTERNATIVE CHALLENGE & RESPONSE FORM (For Residents PEI and NB based only)**
(No need to fax to IT just send it along to us with your other forms)

For further information or questions, please contact Medical Education:

Email: meded@nshealth.ca

Phone: Linda Simpkin (902) 473-6508
Beth Stanley (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

When submitting your documents:

CRIMINAL RECORD /VULNERABLE SECTOR CHECK:

**Please mail to us as we need the original document/ no scanned copies
If done through Back check or CSI once shared with NSHA we will print off**

Options for returning the other documents:

1. **Scan and email to:** meded@nshealth.ca
2. **Print and mail to:** address below
3. **Drop off to our office:** address below

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