

New Resident Forms to be Completed

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

Copy of SIN and Identification

- Valid proof of identity is required to start your residency. This is done in the form of both:
 - A photocopy of your social insurance card **or** top portion of a Notice of Assessment from CRA.
 - A photocopy of your birth certificate **or** passport.

CRIMINAL RECORDS CHECK/VUNERABLE SECTOR SEARCH

- In some jurisdictions this can take 6-8 weeks – do not delay in obtaining the document.
- Criminal/vulnerable sector checks are only valid if dated six (6) months or less before your start date.
- **You MUST submit the original document.**
- **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 outside of Canada are not accepted.
- Please leave employee number field blank.

LAB COAT AND OR SCRUB SIZE INFORMATON

- Please fill out both the scrub and lab coat portions, checking “none” if applicable.

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.

NSHA 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 your start date (if known).
- If your address changes throughout your residency, please change it through Employee Self-Service access or notify us of the change.

□ **TD1 AND TD1NS FORMS (Personal Tax Credit Return Forms – (Two 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.
- For “Tuition and Education” amount, residents usually claim \$500.00 towards tuition.
- Please leave employee number fields blank.

NOTE: As your employer is located in Nova Scotia, both forms are required even if you are in New Brunswick and Prince Edward Island.

□ **ALTERNATIVE CHALLENGE & RESPONSE FORM**

- **For Residents in New Brunswick, PEI, or outside of Halifax Regional Municipality 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 it off.**

Options for returning the other forms:

1. **Scan and email to:** meded@nshealth.ca
2. **Print and mail to:** address below

Medical Education Services
Room 228, Bethune Building
Victoria General Hospital
1276 South Park Street
Halifax, NS, B3H 2Y9