

## New Resident Forms to be Completed

Complete and return these documents on or before May 4, 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 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 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 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 1<sup>st</sup> (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.
- 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 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](mailto: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](mailto: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 documents:**

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

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