

New Resident Forms to be Completed

*Email all completed employment forms to: meded@nshealth.ca *

Please Note: Where applicable, please leave the employee number fields blank on forms.

Copy of SIN

- A photocopy of your social insurance card **or** top portion of a Notice of Assessment from CRA (with SIN visible – document with “XXX” is not acceptable).

Copy of Identification

- A photocopy of your birth certificate **or** passport.

CRIMINAL RECORDS CHECK/VULNERABLE 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.
- **A PDF copy of your CRC/VSS should be sent to us via email, but we may request an original copy if necessary for validation purposes.**
- **If completed through Back Check or CSI, please share your results with “Nova Scotia Health Authority Headquarters”.**
- **Please do not delay in sending your other forms if you have not yet received your CRC/VSS.**

DIRECT DEPOSIT ENROLLMENT 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 INFORMATION

- Please fill out the appropriate fields, checking “none” if applicable.

MARITIME RESIDENT DOCTORS DUES AUTHORIZATION FORM

- Membership in Maritime Resident Doctors is mandatory and NSH 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.

NSH 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 a resident in New Brunswick and Prince Edward Island.

For further information or questions, please contact Medical Education:

Email: meded@nshealth.ca

Phone: **Last name A – L:** Beth Stanley (902) 223-4732
Last name M – Z: Linda Simpkin (902) 943-9449

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