



Service Canada Instructions for Applying for Employment Insurance

The TDSB transmits all Records Of Employment (ROE) electronically to the Service Canada website. Your ROE can be accessed on-line at www.servicecanada.gc.ca.

Complete your application for Employment Insurance benefits on-line at www.servicecanada.gc.ca.

Security Information

You will be asked to provide security information. If the information is entered incorrectly, there may be a delay in processing your claim.

When should you file?

File your application no more than four weeks after your last day of work or you may lose benefits.

Reference Code

A reference code has been assigned for Ontario residents only. During the application process you will be asked for this reference code.

3511012013201306

The reference code can be used for claims filed between 2013.06.01 and 2013.08.31 only

Do not use the reference code if:

- * You are applying for special benefits (sickness, maternity, parental or compassionate care benefits)
- * You are pregnant and would like to automatically switch to maternity benefits immediately after collecting regular benefits
- * You are indefinitely laid off or retired

If you have questions

Please call the Employment Insurance Call Centre at 1-800-206-7218 from 8:30am to 4:30pm Monday to Friday

If you cannot access your ROE 2 weeks after your last day of work, please contact payroll at 416-395-9642