

SOCIAL INSURANCE NUMBER (SIN) CARD

According to Service Canada, the employer must:

- Ask to see the SIN card of new employees within three days of when they start their job.
- Verify and record the employee's name and number exactly as they appear on the SIN card.

New employees must show the SIN card to their supervisor and provide Human Resources with a photocopy. It is to be attached to the employment form, stipend or contract. If the employee has received a new employee checklist from Human Resources, a photocopy of the SIN card must be included with the completed benefit enrolment forms.

NAME ON SIN CARD MUST BE CURRENT

In order to ensure that Canada Pension Plan contributions are properly credited to the employee, the name under which a person is working must be the same as the name on the SIN card. If a name change has occurred, an amendment SIN card must be obtained from a Service Canada Centre (see below). There is no fee if the change is due to a legal name change (marriage, divorce, etc).

STUDY & WORK PERMITS

If a social insurance number begins with a "9", Human Resources also requires a photocopy of the employee's study permit and/or work permit.

These SIN cards are issued to temporary workers who are neither Canadian citizens nor permanent residents. The card is temporary and only valid until the expiry date printed on the front of the card.

REPLACEMENT/AMENDMENT SIN CARD

If the SIN card has been lost or stolen, or a name change has occurred, the employee must obtain a new card from a Service Canada Centre. The nearest Service Canada Centre is located at 391 York Ave. Human Resources will accept a photocopy of the SIN confirmation (provided by Service Canada at the time of application) until the card arrives.

The employee should provide Payroll with a photocopy of the new SIN card once it has been received.