



## Social Insurance Number (SIN)

### **Employer Responsibilities**

According to Service Canada, employers have the following responsibilities:

- Employers are required by law to request each new employee's SIN **no more than three (3) days** after starting a new job and record their number.
- Employers must ensure employees are correctly identified by requesting pieces of identification before finalizing their employment documents.

### **Employee Responsibilities**

New employees can verify their SIN with Human Resources by:

- Providing a photocopy of their SIN card / SIN Confirmation Letter, or
- Providing a photocopy of the notice of SIN application confirmation, or
- Providing a photocopy of any document issued by Canada Revenue showing the SIN (i.e. Notice of Assessment), or
- Visiting the Human Resources office in person with any of the above items.

Documents should be attached to the employment form, stipend or contract, along with the other required new hire documentation.

Any photocopies of the confirmation of SIN letter or SIN card will be securely destroyed by Human Resources once the information is verified.

### **Name Must Be Current**

By law, when the name of a person to whom a SIN has been assigned changes due to marriage or other circumstances, the person must apply to update their SIN record under the new name within 60 days.

## Study & Work Permits

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

These SINs are issued to temporary workers who are neither Canadian citizens nor permanent residents. The SIN record must be updated with Service Canada to ensure the expiry date is valid.

It is the employee's responsibility to ensure the SIN number and permit(s) on file with Human Resources are current.

## Service Canada

Information regarding Social Insurance Numbers can be found on Service Canada's website (<http://www.servicecanada.gc.ca/eng/sc/sin/>) or by calling toll-free 1.800.206.7218 (select option "3").

The closest Service Canada Center is located at Portage Place Mall, main floor.