



## EMPLOYMENT INSURANCE

### SENDING YOUR EMPLOYMENT INSURANCE REPORTS BY MAIL

To find out more about Employment  
Insurance benefits:



INTERNET

[canada.ca/ei-paper-reports](https://canada.ca/ei-paper-reports)



CALL

1-800-206-7218



VISIT

a Service Canada Centre

**This publication provides the information you will need to complete your Employment Insurance (EI) reports. Please read these instructions before completing the enclosed reports.**

It is important to send in your reports as soon as they are due to ensure prompt payment of benefits. If you do not return your reports within three weeks of the date you receive them, your EI claim may be affected. Reports usually cover a two-week period. The dates are shown in the boxes **1st week** and **2nd week** on Side 2.

Complete the report on the Friday or Saturday at the end of the reporting period. If you are working, wait until you have completed your normal work week before filling in the report. The **do not sign before** date is shown in the box below the signature box on Side 2.

If this is a new claim, you will initially receive two reports. The **do not sign before** date on Side 2 will be different on each report. Please return both reports at the same time, on or after the latest **do not sign before** date shown.



**If you realize you made a mistake after you file the report, you must inform Service Canada.**

### SIDE 1 - QUESTIONS

Complete this side first. Answer Questions 1 to 5 by shading in the appropriate yes or no block. Use black or blue ink, or a pencil.

**QUESTION 1A** – If you answer yes, complete Boxes A, B and C on Side 2. Tell us about any work you have done for each week the report covers, including self-employment or unpaid work. Report all earnings in the week(s) you earn them. If you are estimating your earnings, be as accurate as possible.

**QUESTION 1B** – If you have stopped working, tell us why.

**QUESTION 2** – If you answer yes to this question, write the date you started working full-time in the box. If you become unemployed later on, you can quickly and easily reactivate your claim online at [canada.ca/en/services/benefits/ei](https://canada.ca/en/services/benefits/ei).

**QUESTION 3** – If you answer yes, complete Box D on Side 2 to show the number of hours you attended school or training, and the amount of training allowance you received for each week. Do not include allowances for living away from home, commuting, travel, or dependent care. In the box provided, tell us the source of the training allowance.

**QUESTION 4** – If you answer no, indicate the dates and the reason in the box provided (for example, sickness, vacation or being outside Canada). If you are entitled to group wage-loss insurance or paid sick leave, complete Box E on Side 2.

**QUESTION 5** – If you answer no, turn to Side 2 of the report. If you answer yes, report the amount of money you received, from whom you received it and why in the box provided. Then, complete Box F on Side 2.

### SIDE 2 - DETAILS

**A** Enter the total hours and dates you worked for each week the report covers. Be sure to report them in the correct week.

**B** Enter the name and address of your employer. Write “self-employed” if you worked for yourself.

**C** Enter your total gross earnings (before deductions) for each week the report covers.

**D** If you received a training allowance, enter the amount you were paid. Do not include allowances for living away from home, commuting, travel or dependent care.

**E** Enter all money to which you are entitled from group wage-loss insurance, paid maternity or parental leave, or paid sick leave related to your employment for each week the report covers.

**F** Report the amount of any money you received other than that reported in Box C, D or E, such as pension income, workers’ compensation, holiday pay or statutory holiday pay. You should report statutory holiday pay either in the week that the statutory holiday occurred or when your employer observed it.

Providing false information for yourself or someone else is considered fraud and punishable by law.

**After you fill in the report, read the “I declare” statement at the top of Side 2. Sign and date the report and mail it to us in the return envelope.**

### YOUR ACCESS CODE

You need your access code and your Social Insurance Number (SIN) to use Service Canada’s electronic services and to get information about your EI claim. Your access code is printed in the shaded area of the enclosed EI benefit statement. Together, your access code and your SIN represent your electronic signature. Keep your access code safe, and be sure to store it separately from your SIN. Do not share your access code with anyone. You will be held responsible if someone accesses your information or takes action on your EI claim without your knowledge.

### INFORMATION ABOUT YOUR CLAIM

My Service Canada Account (MSCA) allows you to view information about your EI claim and to update your EI information. With MSCA, you can:

- view any decisions we have made about your claim;
- view all Records of Employment that your employers have submitted electronically;
- view your payment information and deductions;
- view the start and end dates of your claim;
- change your mailing address or your banking information for direct deposit; and
- access links to help you find a job.

To use this service, visit [canada.ca/en/employment-social-development/services/my-account](https://canada.ca/en/employment-social-development/services/my-account)

You can download this publication by going online:

[canada.ca/publiccentre-ESDC](https://canada.ca/publiccentre-ESDC)

This document is available on demand in multiple formats by contacting: 1 800 O-Canada (1-800-622-6232), by teletypewriter (TTY), 1-800-926-9105.

© Her Majesty the Queen in Right of Canada, 2018

IN-490-10-18

Cat. No.: SG5-48/2018E-PDF

ISBN: 978-0-660-23550-9