

## DOING YOUR EMPLOYMENT INSURANCE WEEKLY REPORTS

LOG ONTO; [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

Select; Complete your Employment Insurance Report

Social Insurance Number

123456789

Access Code

9999

(This comes to you in the mail. If you don't have this you need to wait to do your report)

Province

Ontario

Have you moved, changed your mailing address or changed the banking information you provided for Direct Deposit?

Yes  No

Were you outside of Canada between Monday and Friday during the period of this report?

Yes  No

Are you self-employed?

Yes  No

**IF YOU WORKED ONE WEEK AND WERE LAID OFF THE OTHER WEEK ANSWER – YES. IF YOU ANSWER YES YOU WILL GO THROUGH EACH WEEK SEPERATLY TO DETERMINE YOUR ENTITLEMENT.**

Did you work or receive any earnings during the period of this report?

Yes  No

Did you start a full time job during the period of this report?

Yes  No

Did you work or receive any earnings during the first week of this report?

Yes  No

How many hours did you work during the first week of this report?

40

Provide the total amount of earnings before deductions that you received?

\$1040

Did you work or receive any earnings during the second week of this report?

Yes  No

**How many employers did you work for during this reporting period?**

**1**

**Provide employers phone number**

**519-257-2020**

**Have you stopped working for any employer during the period of this report?**

Yes  No

**Did you attend school or a training course during the period of this report?**

Yes  No

**Were you ready, willing and capable of working each day, during each week of this report?**

Yes  No

**Is there any other money that you have not previously told us about, that you received or will receive for the period of this report?**

Yes  No

**If you do not have access to a computer you can go to a local EI office (400 City Hall) or the workers Adjustment Center 1215 Walker Rd. Or use the EI Teledec 1-800-531-7555 (Call 24 hrs. a day 7 days a week).**

**Any Questions call Darby McCloskey 519-257-2412.**