

Resident Doctors of BC Employment Checklist

We would like to welcome you to Vancouver Coastal Health (VCH). This checklist will assist you in navigating your employment package; please refer to it for important information regarding the forms enclosed. For any additional benefits inquiries, please contact the Employee Records and Benefits Customer Contact Centre at 604-297-8683 (toll free from outside the Lower Mainland: 1-866-875-5306) or via email at EmployeeRBSupport@hssbc.ca.

Employee Name: _____

Required Documentation:	Employee Initials
<p>Complete the forms listed below and return to Employee Records and Benefits in the envelope provided to: 1st Floor - 1795 Willingdon Avenue, Burnaby, BC V5C 6E3. Please use this checklist as your package cover page</p>	
EMERGENCY CONTACT INFORMATION	
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM	
<p>PERSONAL TAX CREDITS RETURN (TD1 & TD1BC Forms)</p> <ul style="list-style-type: none"> Any registration fees paid to UBC are already accounted for in the T2202A form (provided by UBC); do not deduct these fees on this form. 	
WAIVER OF BENEFITS (MEDICAL SERVICES PLAN)	
<p>MEDICAL SERVICES PLAN (MSP) APPLICATION FOR GROUP ENROLLMENT (Health Insurance BC)</p> <ul style="list-style-type: none"> Wait until you are in the province before signing & submitting this form (you require a BC address in order to be enrolled). If you need to update your address with VCH, please submit an Employee Address Change Form (obtain from EmployeeRBSupport@hssbc.ca). <u>Include a copy of one of the following documents along with your application</u> (for yourself and each of your dependents). <ul style="list-style-type: none"> Canadian Birth Certificate, Canadian Citizenship Card , or Passport Record of Landing, PR Card (front and back), or Confirmation of Permanent Residence Work/Study Permit 	
PACIFIC BLUE CROSS (Extended Health and Dental) APPLICATION FOR GROUP BENEFITS PROGRAM	
<p>HBT APPOINTMENT OF BENEFICIARY CARD FOR GROUP LIFE/AD&D/DEPENDENT LIFE</p> <ul style="list-style-type: none"> Leave the “Name of Employee Group” and “Employer” sections blank; Records & Benefits will complete this information. 	
<p>PAR-BC DUES DEDUCTION AUTHORIZATION</p> <ul style="list-style-type: none"> Keep the yellow copy for your records, and return the white and pink copies. 	
<p>Additional Information Required:</p> <ul style="list-style-type: none"> Copy of Social Insurance Card (or Government of Canada form displaying SIN & Name) Work/Study Permit 	