

## **Employment Insurance (EI) Information**

The following is information provided by Service Canada to assist employees applying for Employment Insurance.

The Government of Canada is committed to helping Canadians affected by the wildfires in British Columbia.

### **Applying for Employment Insurance**

Affected workers are encouraged to apply as soon as possible for [Employment Insurance](#) (EI) benefits [online](#) or [in person](#).

You will need:

- Your [Social Insurance Number](#) (SIN). If you do not remember your SIN, you can visit a [Service Canada office](#) with all the identification you have to get a confirmation of your SIN.
- To provide a mailing address and a residential address to complete your EI application and for Service Canada to process it.
  - Provide a mailing address where you can receive mail (friend, family, temporary shelter, etc.). You can update this address later.
  - Provide a residential address, even if you are temporarily living somewhere else due to the wildfires.

### **Service Canada Office Quesnel**

Address: 283 Reid St, Quesnel, BC V2J 2M1

Hours of operation:

Monday Closed

Tuesday 8:30AM–12PM, 1–4PM

Wednesday 8:30AM–12PM, 1–4PM

Thursday 8:30AM–12PM, 1–4PM

Friday Closed

Saturday Closed

Sunday Closed

### **Reference code**

A reference code has been put in place to allow Service Canada to process EI claims.

In your application, you will be asked: **Were you given a reference code to submit with this application?** Answer **YES** and enter the [reference code 5986012017071017](#).

### **Completing your biweekly reports**

#### **Important**

To receive your EI payments, you must complete and submit reports every two weeks (biweekly).

Shortly after applying for EI, you will receive your [access code](#) by mail. It is the four-digit code printed in the shaded area of your statement.

You will need your access code to complete your biweekly reports by using:

- the [Internet Reporting Service](#)
- the [Telephone Reporting Service](#) or
- [My Service Canada Account](#) (if you already have an account)

**Money received from the provincial government, the Red Cross or other relief grants**

If you have received money from the provincial government, the Red Cross, an insurance company or a charitable organization, you do not have to declare this money as earnings in your biweekly reports. Money received in disaster relief circumstances is not considered earnings for EI purposes.

**Direct deposit**

We encourage all clients to sign up for [direct deposit](#). Direct deposit is the most efficient and surest method of payment, and it will not be impacted by a postal disruption or natural disaster.

**Records of Employment**

Tolko will submit our employee's Records of Employment (ROE) electronically to Service Canada.

**For more information**

Call 1 800 O-Canada (1-800-622-6232) or  
visit a [Service Canada office](#) or  
Online at [Canada.ca](http://Canada.ca)