

# APPLYING FOR EMPLOYMENT INSURANCE BENEFITS

<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/process.html>

Be sure to apply as soon as you stop working. Once your leave is approved by the board, your Record of Employment (ROE) will be electronically transmitted to your local Human Resources Development Canada office.

## Applying for EI Benefits Online

Submit an application online at:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>

## What Information Do I Need to Apply?

- your Social Insurance Number (SIN) – if your SIN begins with a 9, you will need to provide proof of your immigration status and work permit;
- your mother's maiden name;
- your mailing and residential addresses, including the postal codes - if you do not have a usual place of residence, you must apply in person at your local Service Canada Centre and;
- your complete banking information, including the financial institution name and number, the branch number, and your account number, if you want to apply for direct deposit.
- If you are applying for parental benefits, you will need to provide the SIN of the other parent.
- the name and addresses of your employer for the last 52 weeks, the dates of employment, and the dates and earnings for each of your highest paid weeks of insurable earnings in the last 52 weeks. This information will be used, along with your Record of Employment, to calculate your weekly EI benefit rate.

## Completing the EI Application Form

The website <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html> takes you step by step through the application process and provides detailed instructions on how to complete the form.

**Note:** After you complete the online EI application form, be sure to keep your confirmation number for future reference.

## For More Information About EI Benefits

Click: [servicecanada.gc.ca](http://servicecanada.gc.ca)

Call: 1-800-206-7218

TTY: 1-800-529-3742

Visit a Service Canada Centre

Service Canada has produced a series of EI-related videos. To watch them, visit our website.