

CHECKLIST FOR CLINICAL FACULTY SIGN IN

This checklist has been created to assist you in ensuring your paperwork for payroll and benefits enrolment purposes is completed in full. It is not necessary to forward this document to our attention; please retain it for your personal records only.

Document	Printed	Completed	Scanned & Attached
Contact & Deposit Form			
Void Cheque			
Ontario TD1 Form			
Federal TD1 Form			
Extended Health & Dental Positive Enrolment Form			
Declaration of a Spousal Relationship (if applicable)			
Clinical Faculty Sign Off for Health and Dental Benefits Form (Required only if opting out of these benefits.)			
Group Life Insurance Plan Form			
Statement of Health (Optional Life Only) (Send directly to Sun Life Assurance Co. of Canada)			
Clinical LTD Insurance Deduction			
Voluntary Personal Accident Insurance Form			
Confidentiality Statement			
FIPPA			
OHIP Coverage Questionnaire			
Review of McMaster Policies, Directives and Procedures			