

## INITIAL APPLICATION - EMPLOYMENT INSURANCE PREMIUM REDUCTION

- For assistance, refer to our *Guide For Employers* at: <http://www1.servicecanada.gc.ca/en/cs/prp/010.shtml>
- **You must complete an application for each payroll account for which you require a reduction.**
- **You must include a copy of each short-term disability plan you want to register. → See Guide - Section 1.1**

Payroll Account		<b>R</b>	<b>P</b>	
Company Name				
Mailing Address				
City		Prov.		Postal Code

1. How many employees reported under the payroll account indicated above are covered by your short-term disability plan(s)?

2. If you have employees indicated in question 1 for whom you remit Quebec Parental Insurance Plan premiums, indicate the number.

### Returning the employees' portion of the savings → See Guide - Section 1.2

3. Five-twelfths (5/12) of the savings from the premium reduction belongs to the employees to whom the reduced rate applies. The employer is required to return this to the employees. How will you return this portion of the savings?

By signing this application, I declare that the employees' portion, as indicated above:

- is at least equal to 5/12 of the savings;
- is a new benefit or an enhancement to an existing employee benefit;
- is accessible to all employees to whom the reduced rate applies; and,
- will be provided in the year for which the reduction is given, or within the first four months of the following year.

**Note:** If there is a signed mutual agreement regarding the 5/12 and/or if the 5/12 details are contained in a collective agreement, please include a copy of the relevant document with this application.

### I declare that the information given herein is true and accurate to the best of my knowledge

Name of authorized contact (please print)

Signature

Title

Tel.

Fax

Date

Please return this form, along with any other required documents to:

EI Premium Reduction Program  
PO Box 11000  
Bathurst NB E2A 4T5

You may call us at:

**1 800 561-7923**

Fax : (506) 548-7473

*For office use only* → *File:*

*Request Date:*

*Date Sent:*