

Proof of Social Insurance Number Form

Employee Information	
Legal Last Name:	Legal First Name and Middle Initial:

All new City of Surrey employees must provide their Social Insurance Number to Human Resources prior to the start of their employment. The information provided will be saved in your employment file and used only for income-related information.

Instructions:

1. Complete this form and provide your Social Insurance Number to City of Surrey Human Resources in one of the following ways:
 - A scanned copy of your SIN card (use the box below to place a scanned copy of your SIN)
 - A confirmation of SIN letter (attach to this form)
 - Documentation showing your SIN (ie. Personal Income Tax Return, T4, Record of Employment, etc.) that clearly displays your name and official government letterhead. Block out any other information and attach to this form.
2. Upload the completed form and one of the above forms of your Social Insurance Number using our secure system; **OR** Physically return them to City of Surrey HR, 13450-104th Avenue., Surrey BC V3T 1V8.

The City of Surrey recommends that you do not email the required personal information using unsecured systems.

Proof of SIN:

If you require a confirmation of SIN letter, visit <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>