

March 23, 2021

MAILING ADDRESS CHANGE CHECKLIST

Please note that OI, government, and associated service providers require a complete mailing address as determined by Canada Post for the intent of sending and receiving mail. At minimum, a mailing address will contain full name, unit/suite/apartment, street address, town/city/municipality, province, and postal code.

Although civic numbers or fire numbers can also be incorporated into mailing address, a civic number is typically assigned by municipalities for emergency services personnel to reference in the event of an emergency. Therefore, please consult Canada Post for a definitive answer on the correct mailing address.

1. **Ceridian:** OI to amend payroll profile. Payroll profile details must reconcile with the associated personal banking details and CRA information.
2. **When I Work (WIW):** OI to create new and/or amend remote work locations.
3. **F1:** OI to amend Employee Data Form.
4. **QuickBooks:** OI to amend profile.
5. **E&O Insurance:** OI to provide update certificate.
6. **Management Group Contacts:** OI to amend contact information.
7. **Security Clearance:** OI/employee must update application and re-submitted.
8. **Canada Life:** employee to amend their profile to reflect their new mailing address. If auto deposit is set-up into a personal bank account, please ensure the profile details reconcile with the associate personal banking details.
9. **ACE:** employee to amend their profile to ensure their details reconcile with the corporate insurance information.