

Employment Insurance (EI) Benefits

The purpose of this notification is to provide the necessary information to file for Employment Insurance Benefits for Unifor Local 707 Unit #1 (Ford) members that have been in receipt of IMP payments and remain laid off. IMP payments are insurable hours and count as working hours by Service Canada and EI.

(Read the following information very carefully, so that you clearly understand your rights and responsibilities when applying for EI)

There are two steps involved in this process. One, you must apply for EI benefits. Two, you must report your earnings.

Eligibility

You may choose to apply EI Benefits **ONLY IF**:

1. You remain **available** for work.
 - This means you are remaining within two hours from your home and in the province of Ontario.
 - This means you will report to work any day, Monday through Friday, should the Ford Motor Company, or any other employer call upon you to do so.
2. You **accurately report** to Service Canada.
 - Any absences from Ontario.
 - All gross earnings during the week prior to your lay off date, this includes any worked hours, vacation pay from the Ford Motor Company, any other employer or any type of self-employment.

IMPORTANT NOTE: If you are not willing to remain available for work or accurately report all absences and earnings you should not apply for EI Benefits. If Service Canada were to determine you knowingly withheld information or misrepresented the facts to make a false claim, they will consider it an act of committing fraud; as such you may be financially penalized and/or prosecuted.

The Temporary Measures for EI have waived the waiting period until October, 2026. This means that by applying now for EI benefit, you will NOT have to serve a waiting period. Once your EI claim is established and you submit your bi-weekly reports, you should be paid from July 13, 2026, onward.

Additional Information

Please note you will be asked to provide your **last day worked or paid**. For anyone applying because IMP payments have been stopped, **last day worked or paid** will be **July 10, 2026**.

The **Ford Motor Company of Canada will submit a Record of Employment (ROE)** electronically to Service Canada on your behalf; therefore **you do not need to request copies** from Ford payroll.

Shortly after you complete the application online you will receive a 4 digit Personal Access Code in the mail to use for completing your reports either by phone or online. **It is important to complete your reports, for all the time you were unpaid, in a timely manner.**

If you have any questions or concerns regarding your EI claim or application you can access your EI account online by signing up for 'My Service Canada' account. If it is necessary to call the **inquiry line at 1-800-206-7218**,

EMPLOYMENT INSURANCE FILING PROCEDURES

STEP 1

*Read the following information very carefully, so that you clearly understand your rights and responsibilities when applying for
Employment Insurance)*

Online Automotive Employment Insurance Application

The **application can be completed the Saturday after your last day worked or paid**, but must be completed **no later than 2 weeks** after the layoff.

Employment Insurance is and has always been a government program administrated by a federal branch currently known as Service Canada, which determines how unemployed in Canada apply and receive benefits based on the Employment Insurance Act. Service Canada determines how application is made by a claimant, which is why **it is your responsibility to apply for Employment Insurance online**.

To Complete an Application Online go to:

www.servicecanada.gc.ca or search canada.ca

Once on the Service Canada Website click "**English**" then once on the appropriate page click look for "**EI benefits and leave**". Choose "**Regular benefits**".

"Apply for Employment Insurance"

Note: Should you have problems finding the web page, do a "Google" search for "**Application for Employment Insurance Benefits Online**". Once you have found the appropriate page, prior to starting your E.I. Application you should know or have:

1. Required personal information for the EI application

You will be asked for, and should have on hand, **your Social Insurance Number**, the correct spelling of your **Mother's maiden name** (last name upon her birth) and any **banking information for direct deposit** purposes, this is optional and only necessary if the information has changed since last in receipt of benefits, or if not set up with Service Canada.

2. Required employment information for the EI application

The Ford Motor Company of Canada will submit a Record of Employment (ROE) electronically to Service Canada on your behalf; therefore you **do not** need to request copies from the Ford Motor Company.

3. The Privacy Notice Statement / start your EI application

Read the privacy statement and scroll down the page and "**Click**" **Start Application**

Start to Finish Step by Step Instructions

Introduction

If you had attempted an application within the last 72 hours you will be given an opportunity to retrieve any information you had previously inputted by entering your personal information as well as the temporary password which was presented when you started that application. If you are **not** retrieving a previous application

Select: **No**

"Click" Continue.....

Type of Employment Insurance Application

When asked what type of Employment Insurance benefits would you like to claim?

Select: **Benefits for employees**

"Click" Continue.....

Reference Code

Unfortunately, at this time, we do not have a Reference Code. The question asking if you are part of a group lay off situation and "**were you given a reference code to submit this application?**"

Select: **No**

"Click" Continue.....

Benefit Type

Select: **Regular benefits ...**

"Click" Continue...

Read the disclaimer in regard to Regular benefits, on a temporary layoff, that you are ready, willing and capable of working and would accept temporary employment in the same type of work and wages....

"Click" Continue....

Identity Information

Input you're Social Insurance Number, your Birthday, Last Name, First Name, Last Name at Birth, Gender and last name of one of your parents at their birth. This is typically your Mother's Maiden Name (Mother's Family Name at her Birth).

"Click" Continue...

Identity validation

Review Identity information to ensure you have provided the correct information.

If correct "Click" Continue....

Temporary Password Identification Number

After inputting your personal information you will be given a temporary password identification number. Write down this reference as this is the number they will ask for if for any reason you are unable to complete this application and are required to retrieve it for completion within 72 hours.

"Click" Continue....

Personal Information

Enter which language you would prefer to speak English or French, your Area Code and Home Phone Number, your Postal Code, Home Address and whether or not your Home Address is different from your Mailing Address.

"Click" Continue.....

Programs and Services

This section is Voluntary. If you wish to include this information, indicate the appropriate box or leave blank.

"Click" Continue....

Income Tax information

Your Employment Insurance tax slip (T4E). Choose which method you prefer. If you have a My Service Canada account setup then you can receive electronically or you can choose paper copy by mail.

Personal tax credit. Choose basic or basic with spouse (suggestion is to choose 'basic')

"Click" Continue....

Direct Deposit

If you had previously set up direct deposit, for which no information has changed, and answer **YES** to the questions and any benefit you are to receive will be directly deposited into your account. If you have not previously elected the direct deposit option, or wish to change the information currently on file at Service Canada, you should have a cheque on hand in order to reference the banking information needed.

“Click” Continue...

Other Personal Information

Indicate highest level of education completed. Use the drop down menu to choose. Answer **YES** to the question “are you a member of a Union or Professional Association”. Name the Union by typing **UNIFOR**. Then **Local 707**.

“Click” Continue....

Last Employer Information

Provide the Business name of your most recent Employer: **Ford Motor Company**. Phone number is **(905) 845-2511**.

First day worked is an optional question that is not required to be answered, but you may enter your **Seniority Date** if you wish.

Last Day Worked: Enter the last day for which you worked ***or were paid*** before you were laid-off.

This will be **July 10, 2026**.

Will you be returning to work with this employer: **YES**

Do you know the date of your return: **NO**

“Click” Continue....

Reason for Separation

Why are you no longer working – Select “There was a shortage of work”.

“Click” Continue....

Rate of Pay

NOTE: Some regions may have additional questions in this section. Such as hours worked per week and numbers of days per week. Use our typical week 40 hours, 5 days per week.

Enter you rate of pay and select per “**HOUR**” from the drop down menu.

“Click” Continue....

Job Title Information

Enter job title as “**Assembler**”. “Click” Search Job Titles...Scroll down menu and click “**assembler, automobiles (94200)**”.

“Click” Continue....

R.O.E. Information – Last Employer

Select “I requested or will request the Record of Employment from my employer to be submitted promptly” (**Option 2**)

“Click” Continue....

Record of Employment

Do you want to add a record of employment? – Select: **NO**.

“Click” Continue....

Other employers

If you have had other employers in the last 52 weeks indicate **YES**.

“Click” Continue....

(if you have had other employers then follow the prompts on the next page in regard to previous employer)

If **Ford** is the only employer you have had in the last 52 weeks then Select: **NO**.

“Click” Continue....

Missing Record of Employment message

Read this disclaimer. “Click” Continue....

Information on Quebec Parental Insurance Plan benefits

Unless you are collecting benefits from QPIP, Select: **NO**.

“Click” Continue....

Workers' Compensation Payments

If you have not or will not receive WSIB during this timeframe, Select: **NO**.

"Click" Continue....

Information on pensions

Unless you are collecting a pension, Select: **NO**.

"Click" Continue....

Business Relationship Information

Answer the question on this page. (Most people will answer **NO** for each question)

Are you related to your employer, do you own more than 40% of the company, are you sole owner of a business for which you worked?

"Click" Continue....

In some regions you *MAY* be asked.....**Variable Best Weeks**

In the last year did you work less than 14 weeks?

If the answer is **YES**. "Click" Continue....

If the answer is **NO**,

You will be asked, "Did your earnings vary over the last 52 weeks?" Select: **YES**

You will be asked "Were your average gross Weekly earnings (before deductions) in the last 52 weeks equal to or greater than \$1042.00?"

If the answer is **YES**. "Click" Continue....

If the answer is **NO**,

You will then be asked "Would you like to provide the details for each week of your highest earnings?" Select: **NO**

"Click" Continue....

Workforce History

Answer the question on this page. (Most people will answer **NO** for each question)

In receipt of WSIB, unable to work for medical reasons, in receipt of group wage loss insurance, prevented from work due to labour dispute, on a training course, in jail, in receipt of wage earner protection program?

"Click" Continue....

Self-Employment Information

Unless you are self-employed, Select: **NO**.

"Click" Continue....

Farming Information

Unless you are declaring farming income, Select: **NO**.

"Click" Continue....

Course or training program

Unless you are in a course or training program, Select: **NO**.

"Click" Continue....

Third Party Assistance

Answer whether or not someone else completed the application on your behalf.

"Click" Continue....

Rights and Responsibilities

You will now be asked to review the **Rights and Responsibilities** section, consisting of 6 pages. Your responsibilities are outlined beginning page 3, including the necessity to report any prolonged absence from your normal place of residence or the country during this period. You must be ready, able and looking for work to satisfy the conditions of collecting an E.I benefit or establishing a waiting period.

To continue application, Select; **I accept Rights and Responsibilities.**

"Click" Continue....

Attestation

A statement in which you indicate you completed the application truthfully, you understand the Rights and Responsibilities while applying for Employment Insurance Regular Benefits and that you understand by knowing making a false statement you are subject to penalty or criminal proceedings.

Accept the Statement and complete the Application.

"Click" Continue...

Confirmation and Information

The application is now complete and you will be given an opportunity to print out or write down a confirmation number.

If you have any questions or concerns regarding your E.I. claim or application you can access your E.I. account online by signing up for My Service Canada Account. If it is necessary to call the **inquiry line at 1-800-206-7218**, be sure to provide the reference code above to ensure you receive the information that pertains to an Automotive Employment Insurance application.

You have now completed your EI application

IMPORTANT
STEP 2-Employment Insurance Reporting

Shortly after you complete the application online you will receive a Personal Access Code # in the mail to use for completing your reports either by phone or online. **It is important to complete your reports, and accurately report for all the time you were laid-off, in a timely manner,** to receive an Employment Insurance benefit.

Once you have your Personal Access Code, go online and report. It may take EI up to 28 days to process your application. They cannot finalize your claim until your ROE has been reviewed. They ROE should be with Service Canada by July 24, 2026.

Once your claim application has processed you will be able to report. Be sure to report for the two-week timeframe as prompted. Read the dates carefully.

In solidarity,

Paul Ivey
UNIFOR Local 707 Unit# 1
Benefit Representative

Tim Batke
Alternate Benefit Representative

July 7, 2026