



ULTIMATE REMOVAL ASSISTANCE REQUEST FORM - NWTTA

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|---------------------------------|--|--------------------------------|--|
| Employee Name: | | | |
| Employee ID: | | | |
| School: | | Academic Year End Date: | |
| Community of Employment: | | | |

| New Address for Change of Community of Residence | | | |
|--|--|---------------------------|--|
| Street Address | | | |
| Mailing Address | | | |
| Town/City | | Province/Territory | |
| Postal Code | | | |

Checklist for Employee Request (All Items Required)

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|--|---|
| | Completed Ultimate Removal Assistance Form |
| | Two (2) pieces of documentation for confirmation of move that identifies your new residential address |
| | Supporting evidence must be dated after to the date of your submission of resignation |
| | New address added in HRIS - for effective date of move (can be future dated) on your Personal Profile |

| Select | Provide any two (2) of the following as support for change of residency |
|--------|---|
| | Valid Government Issued ID with New Address – ie. Driver’s License, General Identification Card, Passport, etc. |
| | Employment Letter on letterhead |
| | Canada Pension Plan Benefit Statement |
| | Employment Insurance Benefit Statement |
| | Residential Lease Agreement (signed) |
| | Signed letter of residency from Landlord, roommate, or parent accompanied by their Proof Of Residency |
| | Property Tax Statement |
| | Utility Bill |
| | Cable or Cell Phone Bill |
| | Home or Automobile Insurance Policy |

Employee Certification for Ultimate Removal Entitlement

My employment with the GNWT is terminated as of the end of the academic year in accordance with section 18.16(2) of the Northwest Territories Teachers' Association Collective Agreement , and I am certifying my intention of leaving the NWT or moving to another settlement within the Territories. I confirm I will not be continuing employment with the GNWT at a different GNWT school board or with another GNWT Department or Agency in any NWT Community.

Submission & Payment Process

- 1) To submit your request for Ultimate Removal Assistance, please email this form to hrhelpdesk@gov.nt.ca
- 2) FEES will review the application to confirm if employee meets the requirements of the benefit in Article B2.
- 3) Payment will be completed later of 2 pay periods upon termination or submission of request

HELP DESK

For any assistance with this process, please contact Hrhelpdesk@gov.nt.ca , please ensure all communications include your full name and employee ID.