



ULTIMATE REMOVAL ASSISTANCE REQUEST FORM - SRM

Employee Name:			
Employee ID:			
Department/Agency:		Resignation Date:	Select Date
Community of Employment:		Move Date:	Select Date

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)

<input type="checkbox"/>	Completed Ultimate Removal Assistance Form
<input type="checkbox"/>	Two (2) pieces of documentation for confirmation of move that identifies your new residential address
<input type="checkbox"/>	Supporting evidence must be dated after to the date of your submission of resignation
<input type="checkbox"/>	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
<input type="checkbox"/>	Valid Government Issued ID with New Address – ie. Driver’s License, General Identification Card, Passport, etc.
<input type="checkbox"/>	Employment Letter on letterhead
<input type="checkbox"/>	Canada Pension Plan Benefit Statement
<input type="checkbox"/>	Employment Insurance Benefit Statement
<input type="checkbox"/>	Residential Lease Agreement (signed)
<input type="checkbox"/>	Signed letter of residency from Landlord, roommate, or parent accompanied by their Proof Of Residency
<input type="checkbox"/>	Property Tax Statement
<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Cable or Cell Phone Bill
<input type="checkbox"/>	Home or Automobile Insurance Policy

Employee Certification for Ultimate Removal Entitlement

I have terminated my employment with the NWT Public Service, and in accordance with the Senior Managers' Handbook, I am certifying my intention of leaving the NWT or moving to another settlement within the Northwest Territories and I confirm I will not be continuing employment with the NWT Public Service with a different 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) FESS will review the application to confirm if employee meets the requirements of the benefit as stated in the Senior Managers' Handbook.
- 3) Payment will be completed no later than 2 pay periods after termination or upon submission of request, whichever is later.

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