



ULTIMATE REMOVAL ASSISTANCE REQUEST FORM - UNW

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

	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

I have terminated my employment with the NWT Public Service, and in accordance with Article 42 of Union of Northern Workers Collective Agreement, 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 in Article 42 of the Collective Agreement.
- 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.