



Guide to EI employer Top Up

1. Follow link below. Copy and paste number 1-9 into a word document. Fill in the necessary un-bolded sections. All bolded wording must be present.
<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/supplemental-unemployment-benefit/sample.html>
2. Follow link below to get copy of registration form. Complete registration form.
<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/supplemental-unemployment-benefit/registration.html>
3. Email completed plan details from part 1 and registration form from part 2 to below to register. Plan is dated the date they receive registration form, which is the day the email is sent.
email: sub-psc@servicecanada.gc.ca

NB:

1. When completing ROEs, need to indicate 17C, so they know that employee will be receiving extra money. The amounts don't need to be completed.
2. You can top up to a maximum of 95% of the regular wages.