



Eligible Dependent Information – Unionized Employees

In order to avoid delays, we suggest that you update your dependent information online through the ePortal.

(BC Employees: See the note at the bottom of this form)

Personal Information (Please print)

Last name

First name

PIN

Employee Signature

Signature Date (mm-dd-yyyy)

List of ALL Current Dependents (see the definitions on page 2 of this form)

The following information is required for dependents (including your spouse) covered under your benefits plans. If more space is needed, please attach a separate form.

If you are changing information concerning a dependent, please ensure the information for **ALL CURRENT DEPENDENTS** is listed below. When a change in dependent information happens, write the date in the Effective Date column.

If your benefit claim was declined because this dependent information had not been registered with CN, please resubmit your declined benefit information to the carrier two weeks after you have sent this form to CN.

Last Name (Please print)	First Name (Please print)	Gender (Circle)	Relationship ¹ (SP,CH,HC,ST)	Date of Birth (yyyy/mm/dd)	Applicable Plan	Effective Date (yyyy/mm/dd)
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	
		M or F			<input type="checkbox"/> Health <input type="checkbox"/> Dental	

¹Please indicate the relationship, as per the following:

SP= Spouse; CH= Child; HC= Handicapped child; ST= Full-time college or university student

Please check the appropriate Life Event(s) below:

- Birth or Adoption
- Dependent Death
- New Hire
- Child becomes a full-time student; proof of registration on school letterhead is required
- Spouse loses or gains benefits coverage through his or her employer
- Transfer from a non-unionized to a unionized position
- Marriage or common-law relationship breakdown; date of breakdown: _____
- Disabled child
- Dependent becomes ineligible or eligible
- Marriage or common-law relationship

Where to send the form

FAX TO: 514-399-6192 OR E-MAIL: BEN1@CN.CA

OR SUBMIT YOUR CHANGES ONLINE (available on the ePortal under "My Personal Information")

Note to BC employees:

To add a dependent to your provincial health plan (BC MSP), please complete the applicable form available in the Benefits and Programs section in the ePortal or call 1-800-363-6060.

Reminder: Is your life insurance beneficiary information up-to-date? If not, please fill in the Beneficiary Designation form.

Dependent Information - Unionized Employees

You and your eligible dependents are covered on the first day of employment. The following members of your family are considered eligible dependents:

Your spouse:

If you and your spouse are separated, your spouse must be supported by you in order to be considered eligible. "Spouse" means:

- a) the person who is legally married to the employee and who is residing with or supported by the employee; **or**
- b) if there is no legally married spouse that is eligible, the person, with whom the employee has been cohabiting for at least one year (sooner if a child is born of their union), and both are free to marry; **or**
- c) the person, with whom the employee has been cohabiting for at least three years (sooner if a child is born of their union) if one or the other is, by law, prohibited from marrying by reason of a previous marriage.

Your unemployed, unmarried children:

Including your spouse's children and children from your previous marriage if you divorced and remarried, who are dependent on you for financial support, and who are:

- under age 21 and living with you or your eligible spouse (or shared custody);
- disabled before age 21, continue to qualify as long as they are:
 - incapable of self-support because of a physical or mental disability,
 - depend on you for financial support and maintenance, and
 - remain unmarried.
- under age 25 (under age 26 if a resident of Quebec), if registered as a full-time college or university student (minimum of 15 hours of attendance per week). A student who works less than 15 hours a week is also considered entirely dependent on the employee for financial support.

Important:

Proof of registration *on school letterhead* is required for this coverage. The letter must include the student's name and date of birth, the program name and start/end dates, and the employee's name and PIN.

You can add a dependent or modify your dependent information any time there is a change in your dependent status, also known as a **Life Event**.

Life events include:

- birth or adoption of a child;
- disabled child;
- death of a dependent;
- marriage or common-law relationship breakdown;
- child becomes a full-time student; proof of registration is required;
- new hire;
- marriage or common-law relationship of at least one year with a person;
- spouse loses or gains benefits coverage through his or her employer;
- dependent becomes ineligible or eligible;
- transfer from a non-unionized to a unionized position.

If you have any questions, please call 1-800-363-6060 and:

- Choose the language (English or French)
- Say or enter your PIN
- Say "Employee Services"
- Say "Benefits and Pension Administration"
- Say "Other"