

Assignment of Clinical Practice to a Professional Corporation Full-Time and Part-Time SEAMO Physicians

For Full-Time and Part-Time SEAMO physicians who elect to incorporate their clinical practice, the following is to be submitted to your Departmental Administrative Office:

- 1 **Original Assignment Document** (for Full or Part-Time physicians as applicable), which can be downloaded from the SEAMO web site at <http://www.seamo.ca/documents>, completed in full and signed by the physician and an officer of the corporation – the physician may sign as the authorizing officer.
- 2 **Original Corporate Declaration and Consent Document** (for Full or Part-Time physicians as applicable), which can be downloaded from the SEAMO web site at <http://www.seamo.ca/documents>, completed in full and signed by an officer of the corporation – the physician may sign as the authorizing officer.
- 3 **A VOID cheque or copy of a cheque** containing the corporate name and bank account number to change the deposit information. If a printed cheque is not available at the time that you are changing your deposit information, a letter from the bank confirming that this is the corporate account will be required.
- 4 **An e-mail address** to which the monthly remittance advice is to be sent. Please note that T4A slips are only issued at the end of the calendar year to individuals who are in receipt of professional income. The professional corporation will not receive a T4A slip at the end of the calendar year.
- 5 **A copy of the Certificate of Authorization** from the College of Physicians and Surgeons of Ontario. It is the corporation's responsibility to ensure that the Certificate is renewed annually by the CPSO.

The Departmental Administrative Office will complete additional supporting documentation that will be forwarded together with the above to the Faculty of Health Sciences Office. Although every attempt will be made to process this change to your deposit information as quickly as possible, please note that it normally takes a minimum of 45 days from the time that the completed package is received in the Faculty of Health Sciences Office. With the exception of physicians in the Departments of Anesthesiology and Emergency Medicine whose T4A deposits are administered through the relevant Department, all other physicians who elect to incorporate their clinical practice will be advised of the date that the change is to be effective through receipt of a copy of a memorandum to Financial Services.