

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

For the Full-Time and Part-Time SEAMO Funded physician 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) – completed in full and signed by the physician and 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), 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 the 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 T4A slips at the end of the year are only issued to individuals 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 on 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, Emergency Medicine and Psychiatry whose T4A deposits are administered through the relevant Department Practice Plan, all other physicians who elect to incorporate their clinical practice **should note that the effective date of the assignment would be applied.**

- A) The effective assignment date must not predate the effective CPSO certificate date.
- B) In the event, that a physician has been granted authority to incorporate from the CPSO but assignment of clinical practice to a professional corporation has been deferred or delayed for one or more years, then the effective assignment date would be applied to determine the period of retroactive adjustment. Any

previously issued personal T4A tax slips will be revised to reflect this retroactive assignment date for the prior calendar year(s) if any as applicable.