



BUSINESS INCENTIVE PROGRAM
EMPLOYEE INFORMATION AND RELEASE FORM

This form helps program officers to confirm whether a company qualifies under the Government of Yukon's Business Incentive Program (BIP). To qualify, a company must employ Yukon residents, Yukon youth or Yukon apprentices.

Only those individuals who have made their permanent and principal residence Yukon and who have been physically present in Yukon for at least 180 days immediately before the date of hire on the job site qualify as eligible Yukon residents under the program.

The Business Incentive Program will accept a copy of one of the following documents as proof of residency:

- Yukon driver's license/driver's abstract/general identification card
- Employment confirmation (signed, notarized and on company letterhead indicating date of hire with corresponding pay stub)

Note: Cellular phone bills and Yukon Health Care cards cannot be used to prove Yukon residency. Documents used as proof of residency must clearly indicate that the employee has resided in Yukon for at least 180 days.

By signing this form and providing my apprenticeship number, I consent to my personal information being shared between departments for the purpose of assessing my employer's eligibility for the Business Incentive Program:

- To allow the Business Incentive Program office to confirm, through Advanced Education, this apprenticeship information as defined by the *Apprentice Training Act*.
- To allow Advanced Education to release to the Business Incentive Program office information relating to my enrolment as an apprentice with Advanced Education.

EMPLOYEE INFORMATION

| | | |
|--|--|---------------------------------------|
| Name (print full legal name – first, middle, last) | | Date of birth YYYY/MM/DD |
| Yukon resident since YYYY/MM/DD | Start date of apprenticeship YYYY/MM/DD | Apprenticeship number (if applicable) |
| <input type="checkbox"/> I hereby consent to the above information being shared. | | |
| Employee's signature: _____ | | Date: YYYY/MM/DD _____ |

For further information about the Business Incentive Program visit Yukon.ca

Access to Information and Protection of Privacy Act: This information is collected for the purpose of administering an economic development program pursuant to Section 8 and 9 of the *Economic Development Act*, as amended. Personal information on this form is collected under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* for the purpose of carrying out a program and/or providing financial assistance to the applicant. The collection, use, and disclosure of your personal information are managed in accordance with the *ATIPP Act* and all or part of this information may be made available to the public. For further information about the collection of this information, contact the Department of Economic Development's *ATIPP Act* coordinator/records officer 867-667-5946, or privacy officer/director of Finance, Administration and Systems 867-667-5933.