

## Workplace Safety and Insurance Appeals Tribunal

505 University Avenue 7th Floor  
Toronto ON M5G 2P2  
Tel: (416) 314-8800  
Fax: (416) 326-5164  
TTY: (416) 314-1787  
Toll-free within Ontario:  
1-888-618-8846

Web Site: [www.wsiat.on.ca](http://www.wsiat.on.ca)

## Tribunal d'appel de la sécurité professionnelle et de l'assurance contre les accidents du travail

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Télex. : (416) 326-5164  
ATS : (416) 314-1787  
Numéro sans frais dans les limites  
de l'Ontario : 1-888-618-8846

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## Change of Address Policy for Representatives

Representatives with multiple cases at the Tribunal must provide a complete list of their cases and specify each case that is affected by the change of address. Multiple changes will not be made by telephone notification. (Mailing addresses are recorded on a per case basis.)

### Who can notify the Tribunal

The *Freedom of Information and Protection of Privacy Act (FIPPA)* stipulates that only parties associated with a case at the Workplace Safety and Insurance Appeals Tribunal (e.g. appellant, appellant representative; respondent, respondent representative) may contact the Tribunal regarding changes to their case information.

### How to notify the Tribunal

- Print and complete the "Change of Address" Form from the website, [www.wsiat.on.ca](http://www.wsiat.on.ca), or
- Send a signed letter or legible note to the Tribunal indicating your name (in block letters), WSIAT number, old address, new address and telephone number. Tell us if this is your new mailing address, your new permanent address or both.

**Not acceptable** – A return address on an envelope; a business card; scribbled notes or a general notification.

Notices may be mailed or faxed to the Tribunal:

Workplace Safety and Insurance Appeals Tribunal  
505 University Avenue, 7<sup>th</sup> Floor  
Toronto, Ontario. M5G 2P2  
Fax: (416) 326-5164

[Download and print the change of address form.](#)

The Tribunal will mail confirmation of your change of address within three weeks of receiving your notice. If you do not receive confirmation, contact the Case Management Coordinator at 416-314-7176 if the address affects more than one case.