

# Letter of Authorization

July 2011



**Print clearly using black ink.**

HOOPP's disclosure of a member's personal information to a third party is only permitted with a written authorization from the member. HOOPP members can use this form to authorize a third party to have access to their personal information.

**NOTE:** Unlike a Power of Attorney, individuals provided authority via this written authorization may not act or make decisions on behalf of a member or pensioner; they are only authorized to access the member's information from HOOPP.

## 1. Member Information

Name:  Miss  Mrs.  Ms.  
 Mr.  Sister  Dr. \_\_\_\_\_  
first name last name middle initial(s)

Social insurance number (SIN):

## 2. Third Party Information

Name:  Miss  Mrs.  Ms.  
 Mr.  Sister  Dr. \_\_\_\_\_  
first name last name middle initial(s)

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
number street apt.  
\_\_\_\_\_  
city province postal code

Tel: \_\_\_\_\_

**NOTE:** To authorize more than one third party, submit a separate authorization form for each of them.

## 3. Declaration

I authorize the Healthcare of Ontario Pension Plan (HOOPP), and its representatives, to provide any and all information pertaining to my HOOPP benefits and discuss any relevant matter(s) pertaining to me with the third party identified above via telephone, and/or other mediums of communication.

This authorization is effective upon receipt by HOOPP and is to remain in effect until I provide written direction to cancel the authority granted by this document, OR until the following expiration date:

Expiration date of authorization (optional): \_\_\_\_\_

Member's signature: \_\_\_\_\_ Date: |\_\_\_\_\_| |\_\_\_\_\_| |\_\_\_\_\_|  
month day year

Witness' name\* (please print): \_\_\_\_\_

Witness' signature\*: \_\_\_\_\_ Date: |\_\_\_\_\_| |\_\_\_\_\_| |\_\_\_\_\_|  
month day year

\* Signing witness must be someone other than the third party being named above.

### Healthcare of Ontario Pension Plan

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- **Send this form to HOOPP**
- **Keep a copy for your files**