



Use this form to submit new medical information that is relevant to your disability appeal to the Disability Adjudication Unit (DAU) and the Social Benefits Tribunal (SBT).

Instructions:

1. Attach the new medical information to the form and send the form and documents to the DAU and the SBT at least 30 days before your hearing. Make sure to keep a copy of this form and the documents and bring them to the hearing.
2. You can send the forms to the DAU and SBT by mail, courier or fax. You can also deliver them in person to the SBT.

Disability Adjudication Unit (DAU)
Box B18
Toronto, ON M7A 1R3
Fax Number: 416-327-1626

Social Benefits Tribunal (SBT)
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6
Fax Number: 416-326-5135

3. You must get permission from the DAU and SBT to send the documents by email or to send a document by fax that is longer than 30 pages.
4. **Important:** If you get more medical information after you have filed a Form 5, you must update the Form 5 you submitted previously and attach the new documents. Do not re-submit the documents that you filed previously.

Example: First Form 5

Jack Jones filed a disability appeal and wants to submit two medical documents that he believes are relevant to the appeal: Dr. Black’s consultation report and a chiropractor’s report. Before submitting the documents to the DAU and the SBT, Mr. Jones numbered each page of the package of medical documents. Here is how he completed the Form 5.

No.	Description of document	Date of document (mm/dd/yyyy)	Pages	Date sent (mm/dd/yyyy)		How were documents delivered?	
				DAU	SBT	DAU	SBT
1	Consultation Report of Dr. Black	Jun 15, 2014	1-8	Mar 10, 2015	Mar 10, 2015	Fax	Fax
2	Chiropractor's Report	Aug 09, 2014	9-12	Mar 10, 2015	Mar 10, 2015	Fax	Fax

Example: Second Form 5

Mr. Jones received two additional medical documents he wants to submit for his appeal. Mr. Jones updates the Form 5 to add information about the two additional documents: a physiatrist's report issued in February and the results from blood tests that were done in May. Mr. Jones numbered the pages of the new documents, starting at page 13 (since the previous documents he submitted ended on page 12). He sent these additional documents to the DAU and the SBT along with the updated Form 5. He did not need to resubmit the documents listed in 1 and 2. Here is how he updated the form.

No.	Description of document	Date of document (mm/dd/yyyy)	Pages	Date sent (mm/dd/yyyy)		How were documents delivered?	
				DAU	SBT	DAU	SBT
1	Consultation Report of Dr. Black	Jun 15, 2014	1-8	Mar 10, 2015	Mar 10, 2015	Fax	Fax
2	Chiropractor's Report	Aug 09, 2014	9-12	Mar 10, 2015	Mar 10, 2015	Fax	Fax
3	Physiatrist's Report	Feb 01, 2015	13-18	Jun 06, 2015	Jun 06, 2015	Fax	Mail
4	Blood Tests	May 24, 2015	19-22	Jun 06, 2015	Jun 06, 2015	Fax	Mail

