**PERSONAL INFORMATION**

# **(to be completed by the employee)**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Middle Name |  |
| Last Name |  | | |
| Date of Birth |  | SIN (9 digits) |  |
| Email Address |  | | |
| Address |  | | |
|  |  | | |
| City, Province |  | Postal Code |  |
| Phone Numbers |  | | |
| Emergency Contact |  | | |
| Bank |  | Branch |  |
| Account |  | (please attach cancelled/copied cheque) | |
| [TD1 Deductions](http://www.cra-arc.gc.ca/E/pbg/tf/td1/):  Federal |  | Provincial |  |

**You DO NOT need to supply TD1 values unless you want to use values other than the standard values. Remember that there is a Federal form as well as a Provincial form.**

**EMPLOYMENT INFORMATION**

# **(to be completed by the employer)**

## Personal Information sheet also required

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name |  | | |
| Job Title |  | Employee Type | ⃝ Permanent  ⃝ Temporary  ⃝ Contractor |
| Province of Employment |  | Standard hours  per week |  |
| First day of employment |  | Payroll Frequency  (e.g., Monthly, BiWeekly) |  |
| Pay Rate: | $ | Per | ⃝ hour  ⃝ day  ⃝ week  ⃝ month  ⃝ year |
| Vacation Policy: | ⃝ No vacation  ⃝ With each pay }  ⃝ Released when used; cash out at end of year } Rate: \_\_\_\_\_\_\_\_ %  ⃝ Released; roll forward }  Minimum is 4%. Default is “Released, roll forward”  “No vacation” should only be used for salaried employees who have agreed that no vacation bank be used. | | |
| Special Benefits  or Allowances |  | | |
| Special Deductions |  | | |