**PERSONAL INFORMATION**

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

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Middle Name |  |
| Last Name |  | | |
| Date of Birth |  | SIN (9 digits) |  |
| Personal  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.**

**We suggest that you enter your PERSONAL email address rather than your new work email address. This ensures that your payslip and other information gets sent to your private email address and ensures that you still get data after the end of your employment.**

**EMLOYMENT 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 Rate: | % | Payment Method | With each pay  Released when used; cash out at end of year  Released; roll forward (default) |
| Special Benefits  or Allowances |  | | |
| Special Deductions |  | | |

Minimum is Vacation Rate by law is 4%. “0%” should only be used for salaried employees who have agreed that no vacation bank be used. “With each pay” should only be used for truly casual employees who have consented in writing.