

**Employee Information for (company):** \_\_\_\_\_

**Personal Information**

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *Province* *Postal Cod*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

SIN: \_\_\_\_\_

Birth Date: \_\_\_\_\_  
Format: DD/MM/YYYY

**Job Information**

Title: \_\_\_\_\_  
Or Hourly Wages \$ /h

Start Date: \_\_\_\_\_  
Vacation Pay paid out: **Yes** **No:**

Annual Salary \$ \_\_\_\_\_

Salary: Avg. Hours per week: \_\_\_\_\_

**Banking and Tax Credit Information**

**Void cheque or direct deposit bank form attached** \_\_\_\_\_

**TD1 forms attached**

Note: Only TD1 federal is needed if only claiming basic tax credits

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