

## CLIENT GENERAL INFORMATION THE "BUSINESS BASICS"

Legal Name \_\_\_\_\_ Operating As \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
EI: NORMAL  REDUCED  Rate \_\_\_\_\_  
CRA Business # (9-digits) \_\_\_\_\_ RP# \_\_\_\_\_

**CRA Remittance Schedule:**  
QUARTERLY  NORMAL   
ACCELERATED THRESHOLD 1   
ACCELERATED THRESHOLD 2

## BANKING INFORMATION ATTACH COMPANY VOID CHQ.\*

Bank Name \_\_\_\_\_ Institution Number \_\_\_\_\_  
Transit Number \_\_\_\_\_ Account Number \_\_\_\_\_

## PAYROLL SCHEDULE BI-WEEKLY: EVERY OTHER WEEK SEMI-MONTHLY: TWICE A MONTH

1st Day of Pay Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last Day of Pay Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Pay Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Payroll Frequency: WEEKLY  BI-WEEKLY  SEMI-MONTHLY  MONTHLY

## OTHER INFORMATION IMPORTANT CONTACT INFORMATION

Payroll Contact \_\_\_\_\_ Email \_\_\_\_\_  
Telephone \_\_\_\_\_ Cellphone \_\_\_\_\_  
ROE Contact \_\_\_\_\_ Email \_\_\_\_\_  
Telephone \_\_\_\_\_ Cellphone \_\_\_\_\_  
Standard Gross-\$ Per Pay \_\_\_\_\_ Email Pay Stubs to Employees: YES  NO   
Additional Notes \_\_\_\_\_  
\_\_\_\_\_

**\*A COPY OF A VOID COMPANY CHEQUE TO BE EMAILED WITH THIS FORM**