

Add New Employee Change/Update Employee

Select if "returning" employee
 Which company do you work for?
 Company or Employer Name: _____

EMPLOYEE GENERAL INFORMATION

Last Name _____ First Name _____ Legal Name (Preferred Name) _____

Street _____ City _____

Province _____ Postal Code _____ E-mail _____

Birth Date (Y/M/D) year / month / day S.I.N 9-digits

For paystub delivery.

Vacation Default: 4% | 6% over 5 years. % PAY EACH ACCRUE

By selecting "pay each" you agree to receive your vacation on each paycheque.

Hire Date (Y/M/D) year / month / day First Day Worked (Y/M/D) year / month / day

BANKING INFORMATION Direct Deposit YES NO

PRIMARY ACCOUNT

Bank (3 DIGITS) _____ Branch (5 DIGITS) _____ Account Number _____

Please verify that you have entered the correct numbers, and included a copy of your void cheque or direct deposit form.

WAGES/ALLOWANCES INFORMATION (Ins. Hours for Salaried Employees Only)

Type HOURLY SALARY Payrate \$ _____ Frequency or Dept. _____ Ins. Hours _____
for salary-only

DEDUCTIONS/TAXABLE BENEFIT INFORMATION (only if applicable)

Type _____ Frequency _____ Effective Date (Y/M/D) _____ / _____ / _____ Amount \$ _____

TAXATION INFORMATION

Please provide reasoning in notes below for Exemptions to ensure compliance with the CRA.

CPP Exemption YES NO E.I Exemption YES NO E.I Rate Type NORMAL REDUCED

Province of Taxation _____ Extra tax per pay: _____ Does "The Indian Act" apply to you:

TD1 Forms Federal Tax Credit \$ _____ Provincial Tax Credit \$ _____

Additional/Notes: _____

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