

# Payroll Onboarding Form



Please provide the following details for payroll setup:

## 1. Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 2. Identification & Legal Documents

SIN (Social Insurance Number): \_\_\_\_\_

Driving License (Copy Required):  Attached : Work Permit (If Temporary Foreign Worker):  Attached

## 3. Banking Information (If Direct Deposit)

Direct Deposit Form / Void Cheque:  Attached

Transit Number \_\_\_\_\_ INS \_\_\_\_\_ Account Number \_\_\_\_\_

## 4. Employment Details

Position/Job Title: \_\_\_\_\_

Hourly Wage (\$): \_\_\_\_\_

Hiring Date: \_\_\_\_\_

Pay Frequency:  Monthly  Semi-Monthly

## 5. Tax Forms (If second Employer)

Is this a second employer?  Yes  No

TD1 Federal Form:  Completed; TD1 SK (Saskatchewan):  Completed

## 6. Emergency Contact

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## Declaration

I confirm that the above information is accurate and complete.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All information collected through this form will be kept strictly confidential and used solely for payroll, tax, and employment-related purposes in accordance with applicable privacy laws*