



New Hire Requirements Checklist

Paperwork:

- TD1 (Federal)
- TD1 (Provincial)
- Benefit enrollment form(s) – if applicable
- Banking Info – void cheque / direct deposit form

Employee Information:

- Start date: _____
- New hire / rehire: _____
- Full **legal** name: _____
- Date of birth: _____
- Full mailing address: _____
- Email Address: _____
- Social Insurance Number: _____
- Position held in company: _____
- Rate of pay:
 - Per hour: _____ / hour
 - OR Annual salary: _____ / year
 - AND / OR Other: _____
- Additional earnings (ex. Commissions, car allowance, mileage): _____

- Vacation pay rate (two weeks = 4%; three weeks = 6%): _____
 - Retain / accumulate
 - OR payout each cheque