



## EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

<b>A EMPLOYEE STATUS</b>		
New Employee	Effective Start Date (dd/mm/yyyy)	Department
Returning Employee	Effective Start Date (dd/mm/yyyy)	Department
Current Employee	Effective Date of Change (dd/mm/yyyy)	

<b>B EMPLOYEE INFORMATION</b>			
Employee ID (if known)	Student ID (if applicable)	SIN (### ### ###)	SIN Expiry Date (yyyy-mm-dd)
Salutation	First Name and Initial(s)	Surname	
Gender	Date of Birth (dd/mm/yyyy)	Marital Status	
Citizenship Country	Status if Not Canadian (attach copy of Permanent Resident/Work Authorization)		

<b>C MAILING ADDRESS</b>		
No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

<b>D PERMANENT ADDRESS (If different from mailing)</b>		
No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

<b>E EMERGENCY CONTACT INFORMATION</b>	
Name	Relationship Telephone No. (###) ###-####
Alternate Telephone No. (###) ###-####	Relationship



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### F DEPOSIT INFORMATION

**Note: McMaster pays employees by direct deposit. This ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements.**

**ATTACH VOID CHEQUE HERE**

Employee Signature

Date (dd/mm/yyyy)

### FIPPA NOTICE

The information on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.

### FOR HR USE ONLY

Position Code

Recruitment Posting No.

Cumulative Service Date (dd/mm/yyyy)

Completed By

Completion Date (dd/mm/yyyy)

Comments