

EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

A EMPLOYEE STATUS						
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 EMPLOYEE INFO	ORMATION					
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)					
C MAILING ADDRESS						
No. & Street		ity		Province		
Country		ostal Code (### ###) Telephone No		. (###) ###-####		
D PERMANENT AD	DRESS (If different from mailing	1)				
No. & Street		ity			Province	
Country		Postal Code (### ##	Telep		elephone No. (###) ### ####	
				I		
E EMERGENCY CONTACT INFORMATION						
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

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					