



EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

Please forward to your Human Resources Services Area Office

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

B EMPLOYEE INFORMATION				
Employee ID (if known)	Student ID (if applicable)	SIN (### ### ###)	SIN Expiry Date (yyyy-mm-dd)	
Salutation	Legal First Name	Preferred Name*	Legal Middle Name*	Surname
Gender	Date of Birth (mm/dd/yyyy)	Marital Status		
Citizenship Country	Status if Not Canadian <small>(Please attach copy of Permanent Resident/Work or Student Authorization)</small>	Email Address		

*Not a required field. HR and Payroll related reporting and communications will normally use the Legal First Name (e.g. for tax reporting to CRA)

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

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

E EMERGENCY CONTACT INFORMATION	
Name	Relationship
Telephone No. (###) ###-####	Alternate Telephone No. (###) ###-####



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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 (mm/dd/yyyy)

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The information gathered on this form is collected under the authority of *The McMaster University Act, 1976*. The information is used only 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). **If you have any questions about the collection and use of this information please contact your Human Resources Services Office** or the Privacy Office (University Secretariat), Gilmour Hall, Room 210, McMaster University.

FOR HR USE ONLY		
Position Code	Recruitment Posting No.	Cumulative Service Date (mm/dd/yyyy)
Completed By		Completion Date (mm/dd/yyyy)
Comments		