



## Employee Information Form

Employee No.	Name	Social Insurance No.	Start Date of Employment
Mailing Address for Payroll Advices & Correspondence		Postal Code	Home Phone #
Permanent Mailing Address for T4s		Postal Code	Office Phone #
Date of Birth	Citizenship	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Fax #

### Acadia University Student & Alumni

Do you have a current or former Student/Eden ID #? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student/Eden ID#
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### In Case of Emergency Contacts

Name	Relationship	Work Phone#	Cell Phone#	Home Phone#

### Payroll Direct Deposit Information

*For chequing accounts please attach a voided cheque.*

*For savings accounts, please have your institution verify that you have entered the bank, branch and account numbers correctly.*

Name of Banking Institution	Bank Code	Branch Code	Account Number
Address of Banking Institution			

I hereby instruct payroll to arrange for the direct deposit of the net proceeds of the employment earnings to the Financial Institution and Account number noted above. Request for this direct deposit information will remain in effect until such time as I instruct payroll in writing to amend my records which includes a change in the institution, location or account number. The Payroll Direct Deposit Notification will be sent to the department you were first employed with, unless Payroll is notified otherwise.

**Date:** \_\_\_\_\_ **Employee Signature:** \_\_\_\_\_ **Department:** \_\_\_\_\_