



EMPLOYEE PERSONAL DATA FORM

Confidential Information – For People Services Purposes Only

PERSONAL DATA

Mr Mrs Miss Ms Dr

Employee ID _____

Last Name _____

First Name _____

Middle Name or Initial _____

Gender Male Female

Social Insurance # (SIN) ___ / ___ / ___

Birth Date ___ / ___ / ___
 YYYY MM DD

ADDRESS/PHONE

Apt/Street _____

City/Province _____ Postal Code _____

Home Phone # _____ Other Phone # _____ Cell Other

EMERGENCY CONTACT

Name _____

Home Phone # _____ Other Phone # _____ Cell Other

Relationship to you _____

**BANKING INFORMATION
(Line of Credit Accounts cannot be Used)**

Bank Name:		
Bank Address or Intersection:		
City/Town:	Province:	Postal Code:
3-digit Institution Number:	5-digit Branch Number:	Account Number:
*** Please attach a Cheque marked "VOID" *** or Direct Deposit Form from your financial institution		
The following numbers can be found in your passbook, on your bank statement, encoded deposit slip, or cheque (sample below); or, by contacting your financial institution. Note, most financial institutions will not allow payroll deposit to your Line of Credit account.		
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>1</p> <p>→ This is the cheque number (do not enter this number).</p> </div> <div style="text-align: center;"> <p>2</p> <p>→ This is the branch number (5-digit number).</p> </div> <div style="text-align: center;"> <p>3</p> <p>→ This is the institution number (3-digit number).</p> </div> <div style="text-align: center;"> <p>4</p> <p>→ This is the account number used for direct deposit.</p> </div> </div>		

Employee Signature

Date