

Employee information form

Start with the everyday details. Keep contact and job information organized while sensitive identity and bank details stay in your secure collection process.

Business / team

Pay period / reporting period

Employee name

Preferred name

Email address

Phone number

Role / job title

Manager / department

Start date

Work location

Emergency contact name

Emergency contact phone

- ☐ Required identity and SIN verification completed.
- ☐ Applicable TD1 forms received.
- ☐ Payment instructions collected and verified securely.
- ☐ Employee details reviewed and access restricted.

Do not enter SINS, bank account numbers, identity-document images or medical information into this general information form.