



Employee Information Form

Employee No.	Name	Social Insurance No.	Start Date of Employment
Email Address for Payroll Advices, Expense Reimbursement & Correspondance		Home Phone #	Cell Phone #
Permanent Mailing Address for T4s		Postal Code	Fax #
Date of Birth	Citizenship	Gender Male Female	Department

University of King's Student & Alumni

Do you have a current or former Banner ID/NetID# ? Yes No	Banner ID	NetID
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In Case of Emergency Contacts

Relationship	Name	Phone 1	Phone 2
Relationship	Name	Phone 1	Phone 2

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 & account numbers correctly.

Name of Banking Institution		
Account Number	Bank ID	Transit

I hereby instruct payroll to arrange for the direct deposit of all net proceeds from employment, expense reimbursements and research grants 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 in writing to amend my records which includes a change in the institution, location or account number.

Date:

Employee Signature: