

Diocese New Hire Information:

Please complete the following information along with completed TD1's, identification and a void cheque to the payroll department upon finalizing any new hires;

- Full Name: _____
- S.I.N. #: _____ Date of Birth:(mm/dd/yy) _____
- Full Address: _____

- Parish: _____
- Telephone: Hm _____ cell _____
- Position: _____
- Start Date: (mm/dd/yy) _____ End Date _____
- Federal and Provincial TD1 forms completed - see link below:

<http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html?=#slnk>
- Copy of valid Driver's License, Birth Certificate or Provincial Identification Card
- Void cheque (for direct deposit information)
- Salary: Rate per month: _____
 - Or - Rate of pay per hour: _____
- Vacation pay details: 4 % per pay Yes
OR Time off in Lieu of 4% Yes
- Hours worked per day: _____
- Days Worked per week (Mon – Fri): _____
(Please specify actual days)

Authorized by Warden: _____ Date _____

Please fax, mail or scan a copy of this information to Central Payroll so that it arrives by the Payroll Cutoff date:

**The Diocesan Synod Office,
1340 Cathedral Lane
Halifax, NS B3H 2Z1**

**Tele: 1-902-420-0717
Fax: 1-902-425-0717
Email: dgreen@nspeidiocese.ca**