

Diocese New Hire Information:

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

- Full Name: _____
 - S.I.N. #: _____
 - Full Address: _____

 - Telephone: _____
 - Parish: _____
 - Date of Birth: (MM/DD/YY) _____
 - Start Date: (MM/DD/YY) _____ End Date _____
 - Federal and Provincial TD1 forms completed - see link below:

[slnk](http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html?=http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html?=[slnk](#)
 - Void cheque (for direct deposit information)
 - Salary: Rate per month _____
 - Or: Hourly: 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): _____
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Please fax, mail or scan a copy of this authorization to Central Payroll so that it arrives by the Payroll Cutoff date:

**The Diocesan Synod Office,
6017 Quinpool Road
Halifax, NS,
B3K 5J6**

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