

Diocese New Hire Information:

Please complete the following information and return to the payroll department upon finalizing any new hires;

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

- Telephone: _____
- Date of Birth: (MM/DD/YY) _____
- Start Date: (MM/DD/YY) _____
- Federal and Provincial TD1 forms completed see link below:
 - Federal <http://www.cra-arc.gc.ca/E/pbg/tf/td1/td1-08e.pdf>
 - Provincial – NS <http://www.cra-arc.gc.ca/E/pbg/tf/td1ns/td1ns-08e.pdf>
 - PEI <http://www.cra-arc.gc.ca/E/pbg/tf/td1pe/td1pe-08e.pdf>
- Void cheque (for direct deposit information)
- Salary per month: _____
- Hourly: Rate of pay per hour: _____
- Vacation pay details: 4 % per pay Yes No
Time of in Lieu of 4% Yes No
- Hours worked per day & per week _____

Please fax or mail a copy of this authorization to Central Payroll so that it arrives by the 20th of the month:

**The Diocesan Synod Office,
5732 College Street,
Halifax, NS,
B3H 1X3**

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