



## EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

### Instructions

#### **When to use this form:**

Employees who are new to the University will complete this form during the hiring process or Existing employees will complete this form when requesting modification to their personal information.

### **A** EMPLOYEE STATUS

Choose **ONE** of the following:

<b><u>New Employee</u></b>	Check this box if the employee has never worked at McMaster University. Complete ALL applicable fields in sections B, C, D, E, and F.	Not Mandatory
<b><u>Returning Employee</u></b>	Check this box if the employee has previously worked at McMaster University in any capacity. Complete ALL applicable fields in sections B, C, D, E, and F.	Not Mandatory
<b><u>Current Employee</u></b>	Check this box if the employee is currently working at McMaster University. Complete <b>ONLY</b> the fields in the following sections for which a change request is being submitted.	Not Mandatory

### **B** EMPLOYEE INFORMATION

<b><u>Employee ID</u></b>	Record the employee's 7-digit McMaster employee ID number. If the employee does not have an ID, forward applicable form(s) to create employee information in MacViP.	Not Mandatory
<b><u>Student ID</u></b>	Record the student ID number, if employee is also a student at McMaster.	Not Mandatory
<b><u>SIN</u></b>	Record the employee's Social Insurance Number (9-digits).	Mandatory
<b><u>SIN Expiry Date</u></b>	Record the expiry date of the employee's Social Insurance Number, if applicable. This field is mandatory for temporary Social Insurance Numbers.	Not Mandatory
<b><u>Salutation</u></b>	Record the employee's preferred Salutation for written correspondence.	Mandatory
<b><u>Surname</u></b>	Employee surname as per MacViP record.	Mandatory
<b><u>First Name and Initial(s)</u></b>	Employee first name and middle initial(s) as per MacViP record.	Mandatory
<b><u>Gender</u></b>	Record the employee's gender.	Mandatory
<b><u>Date of Birth</u></b>	Record the employee's Date of Birth (DD/MM/YYYY).	Mandatory
<b><u>Marital Status</u></b>	Record the employee's <u>current</u> marital status.	Mandatory
<b><u>Citizenship Country</u></b>	Record the country(s) of which the employee is a citizen.	Mandatory
<b><u>Status if Not Canadian</u></b>	This field is mandatory for employees who are not Canadian citizens. Record the employee's current status within Canada. <i>NOTE: A copy of an official document must also be submitted (i.e. a work authorization).</i>	Not Mandatory

### **C** PERMANENT ADDRESS

Record employee's permanent residence and telephone number, if applicable.

### **D** MAILING ADDRESS *(If different from permanent)*

Record employees complete mailing address and home telephone number. *NOTE: Important payroll and other University correspondence may be mailed to this address.*

### **E** EMERGENCY CONTACT INFORMATION

Record the name, relationship, and phone number (and alternate) of the person to notify in the case of an emergency.

### **F** DEPOSIT INFORMATION

Attach a void cheque or a Direct Deposit Form from employee's banking institution to ensure accurate deposit of payroll into the employee's bank account. employee must sign the form to authorize the deposit of payment into the bank account provided.