

PERSONAL DATA FORM NEW EMPLOYEE OR CHANGE OF INFORMATION

All NEW employees must complete all sections on this form

This form is also used to update your current Personal Data. For example: Change of Banking Information.

You must sign the bottom of the form as authorization for the Payroll department to update your personal data. Payroll Office, 3000 Strand Hall, Simon Fraser University, 8888 University Drive, Burnaby, B.C., Canada, V5A 1S6.

SFUID #:	Social Insurance #:					
NOTE: If you do not have a Social Insurance Number, you need to apply for one from a Canadian Human Resource Centre.						
Personal Information						
(Circle One) Mr. Mrs. Miss Ms						
Last Name	First Na	First Name		Preferred First Name		
Gender	Date of Birth	Date of Birth				
Female Male	YYYY:	YYYY: MMM:			DD:	
Street Address:						
City:	Province :		Postal Code :			
Telephone Number (with area code):						
Citizenship : Canadian (Y) (N)	Citizenship: If not	Citizenship: If not a citizen of Canada, select your Visa status:				
	Permanent R	Permanent Resident / Landed Immigrant				
Work or Study Permit (please attach copy)						
Direct Deposit Information (ALL EMPLOYEES must complete this section)						
Your pay will be deposited directly into your PERSONAL BANK ACCOUNT.						
You MUST provide either: Copy of a VOID CHEQUE or BANK ACCOUNT VERIFICATION from your Bank clearly stating your Bank ID, Transit ID Code and Account information.						
Bank ID - 3 digit number (XXX)	Bank ID - Transit (5 digit num	- Transit (5 digit number (XXXXX)		Account Code (up to 12 digits)		
		I				
Bank Name : Bank Address:						
City: Province:			Postal Code :			
Did you attach a Void Cheque or a Bank Account Verification letter? if NO; you will receive a paper pay cheque. Paper Pay Cheques are picked up at Payroll.						
Employee's Signature : Date :						

Please sign and forward to payroll for Processing.

The information on this form is collected under the authority of the University Act (RSBC 1996, c.468), the Income Tax Act, the Canada Pension Plan Act, the Employment Insurance Act, the Financial Information Act of BC, and the Workers Compensation Act of BC. The University uses the information on this form for payroll and benefit plan administration, statistical compilations, and operating programs and activities as required by University policies. The information on this form is disclosed to Government Acts. Your banking information is disclosed to financial institutions for the purpose of direct deposit.

In accordance with article 5 of the collective agreement between Simon Fraser University and the Canadian Union of Public Employees, the home address and social insurance number of all CUPE members is sent to the Treasurer of the Union. In accordance with the Financial Information Act of BC, your name and remuneration is public information and may be published.