

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:

New Employee	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
Returning Employee	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
Current Employee	Check this box if the employee is currently working at McMaster University. Complete ONLY the fields in the following sections for which a change request is being submitted.	Not Mandatory

B EMPLOYEE INFORMATION

Employee ID	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
Student ID	Record the student ID number, if employee is also a student at McMaster.	Not Mandatory
SIN	Record the employee's Social Insurance Number (9-digits).	Mandatory
SIN Expiry Date	Record the expiry date of the employee's Social Insurance Number, if applicable. This field is mandatory for temporary Social Insurance Numbers.	Not Mandatory
Salutation	Record the employee's preferred Salutation for written correspondence.	Mandatory
First Name and Initial(s)	Employee first name and middle initial(s) as per MacViP record.	Mandatory
Surname	Employee surname as per MacViP record.	Mandatory
Gender	Record the employee's gender.	Mandatory
Date of Birth	Record the employee's Date of Birth (DD/MM/YYYY).	Mandatory
Marital Status	Record the employee's current marital status.	Mandatory
Citizenship Country	Record the country(s) of which the employee is a citizen.	Mandatory
Status if Not Canadian	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>	Mandatory

C PERMANENT ADDRESS

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

D MAILING ADDRESS *(If different from mailing)*

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 telephone 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. The employee **MUST** sign the form to authorize the deposit of payment into the bank account provided.

Send completed form to: Human Resources Services, Campus Services Building 202