



# EMPLOYEE CONTACT INFORMATION FORM

## INSTRUCTIONS FOR COMPLETION

- New Employees: Be sure to complete all sections of the form below and return to your HR Representative within one week of receipt.
- Employee Changes: Provide your full name and Employee ID, populate the required section of the form, then send to HR Operations at [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca).

A EMPLOYEE INFORMATION				
Employee ID, if known (### ### ###)		Student ID, if applicable (### ### ###)		MacID (if known)
SIN(#####)		SIN Expiry Date (MM/DD/YYYY) (Please attach copy of Permanent Resident/Work or Student Authorization)		
Salutation	Legal First Name*	Preferred Name	Legal Middle Name	Surname*
Gender	Date of Birth (MM/DD/YYYY)		Marital Status	
Citizenship Country	Status if Not Canadian (Please attach copy of Permanent Resident/Work or Student Authorization)		Personal Email Address	

\*Not a required field. HR and Payroll related reporting and communications will normally use the Legal First Name (e.g. for tax reporting to CRA)

B MAILING ADDRESS		
No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

C PERMANENT ADDRESS <i>(If different from mailing)</i>		
No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

D EMERGENCY CONTACT INFORMATION	
Name	Relationship
Telephone No. (###) ###-####	Alternate Telephone No. (###) ###-####

## FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government.

This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.