

# Hiring Documentation Confirmation and Consent Form

This form can only be submitted as supporting documentation for a **Teaching Assistant or RA in lieu of Teaching Assistant** appointment.

McMaster Human Resources requires the following hiring documents for all employees:

- Employee Contact Information Form
- Employee Direct Deposit Form
- Personal Tax Credits Form (TD1)
- Ontario Personal Tax Credits Form (TD1-ON)

Forms can be accessed on the [Teaching Assistants - Payroll Information](#) page on the Human Resources website.

If you have already submitted the required hiring documents to McMaster Human Resources and your information remains the same, you may not need to resubmit all/any of these documents. Please review the documents carefully to confirm that the following personal information (outlined below) is identical to what you had submitted with your previously employment offer and sign the declaration statement below. You can check your personal and banking information in Mosaic via Employee Self Service in the Personal Details and Payroll Dashboard tiles.

\*Important note regarding tax forms: current year tax forms are available on the HR website. If you have not submitted a current year tax form (TD1 and TD1-ON) or if your circumstances have changed for this current year, you are required to complete and submit new tax forms.

Personal information to review includes:

- Name
- Address
- Gender
- SIN or temporary SIN & temporary SIN expiry date
- Citizenship
- Employment/student status – work/study permits
- Martial status
- Personal email address
- Phone number
- Bank account information (for direct deposit)
- Personal Tax Credit Forms (TD1 & TD1-ON)

I, \_\_\_\_\_ confirm that I have reviewed the required hiring documents (employee contact information form, employee direct deposit form and personal tax credit forms) and confirm that my personal information remains unchanged from what I have previously submitted to McMaster Human Resources. I further confirm that I will not be resubmitting these forms at this time. By signing my name below, I give McMaster Human Resources permission to use the existing information they have on file for me. I understand it is my responsibility to ensure that my banking and personal tax credit information are correct and up to date. Should any of my information change during my existing employment, I will complete new forms with the updated information and notify my department and McMaster Human Resources accordingly.

Name and Emp/Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_