

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 # :	
<i>NOTE: If you do not have a Social Insurance Number, you need to apply for one from a Canadian Human Resource Centre.</i>			
Personal Information			
(Circle One) Mr. Mrs. Miss Ms. Prof. Dr.			
Last Name		First Name	Preferred First Name
Gender		Date of Birth	
<input type="checkbox"/> Female <input type="checkbox"/> Male		YYYY :	MM : DD :
Street Address:			
City :		Province :	Postal Code :
Telephone Number (with area code) :			
Citizenship : Canadian (Y) (N)		Citizenship : If not a citizen of Canada, select your Visa status :	
		<input type="checkbox"/> Permanent Resident / Landed Immigrant	
		<input type="checkbox"/> Work or Study Permit (please attach copy)	

Direct Deposit Information <i>(ALL EMPLOYEES must complete this section)</i>		
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 number (XXXXX))	Account Code (up to 12 digits)
Bank Name :		Bank Address:
City :	Province :	Postal Code :
<i>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.</i>		
Employee's Signature :		Date :

Please sign and forward to payroll for Processing.