

Mr/Dr/Prof/Ms/Mrs/Miss First Name Initial Surname Personnel Number

Residing Address:

Mailing Address:

(for tax reports, if different from above)

() Birthdate: M F
 _____ _____ _____ _____
 Phone Number dd / mm / yy SIN (New hires must attach copy of Card) ☆

 Student Number (If applicable)

☆ If you do not have a SIN, or you have applied for one at HRDC, your payment can not be processed without attaching a copy of your "Acknowledgement of Application for SIN" to this payment form.

☆ If your SIN begins with 9: ① AND you are not a full-time student - A COPY OF YOUR VALID WORK PERMIT MUST BE ATTACHED
 OR ② AND you are a Landed Immigrant - A COPY OF YOUR IMMIGRANT STATUS PAPERS MUST BE ATTACHED

➤ Do we have your current banking information on file?

YES NO -- please obtain a bank card from the Dept. Secretary & submit it to the Payroll Office (Rm 157 - North Bldg) ASAP.

➤ Do you wish to complete a TD1 Form (*Personal Tax Credits Return*)? YES* NO

ie. claim tax exemption, additional tax to be deducted, claim tuition fees and education amount, equivalent-to-spouse, etc.

* please obtain a TD1 form from the Dept. Secretary and submit it to the Payroll Office (Rm 157 - North Bldg) ASAP

➤ If you are currently not a full-time student, are you legally entitled to work in Canada?

YES NO -- Work Permit # U _____

Expiry Date

Payments will not be processed without an attached copy of a current work permit

➤ Are you currently - ◆ an undergraduate student at the U of T? YES NO F/T P/T
 OR ◆ enrolled in the School of Grad Stud at U of T? YES NO F/T P/T

➤ In the discipline in which you are assisting, how many years of F/T graduate study have you completed?

➤ Towards which degree are you now working? Master's Ph.D.
 ➤ What degrees do you hold now? Bachelor's Master's Ph.D.
 ➤ Are you a Post Doctoral Fellow? YES NO

➤ ALL MASTER'S & PhD (SGSII) TA's MUST COMPLETE THE FOLLOWING:

➤ Where was your first SGS II assignment?

➤ In which year? Total # of hours

★ Signature: _____ Date: _____