

Personnel # \_\_\_\_\_ Student # \_\_\_\_\_ SIN # \_\_\_\_\_  
*(blank if new)* *(If applicable)*

Form of Address  Mr  Ms \_\_\_\_\_ Other (*Specify*) \_\_\_\_\_ Birthdate (dd/mm/yy) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Permanent/Official Tax Address \_\_\_\_\_

Suite/Unit # \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone/Cell # \_\_\_\_\_ Email \_\_\_\_\_

- ☆ If you do not have a SIN, or you have applied for one at Service Canada, 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

**Payments WILL NOT be processed without a Small Traders Certification Form or GST #:**

Exempt Small Traders Certification Form must be completed and attached to this form if your annual T4A income is less than \$30,000

or

Payable GST #: \_\_\_\_\_

Canadian Resident:  Yes  No *15% tax will be deducted (unless a tax waiver is submitted to and approved by Revenue Canada at least 8 weeks prior to payment)*

Services Rendered:  Consultant Fee  Artist's Exhibit  
 Honoraria  Short Course/Seminar  
 Guest Lecturer  Other: \_\_\_\_\_

★ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT*

**PAYMENTS CANNOT BE PROCESSED WITHOUT A COPY OF THE APPROPRIATE PAPERWORK  
ALL T4 PAYMENTS (PAYABLE IN CDN FUNDS) WILL BE PROCESSED ON THE MONTHLY PAYROLL**

**TO BE COMPLETED BY HIRING DEPARTMENT**

First day worked: _____ <i>dd/mm/yyyy</i>	Total Payment: \$ _____ <input type="checkbox"/> CDN
Last day worked: _____ <i>dd/mm/yyyy</i>	CC: _____ CFC: _____ FUND: _____
Special Instructions: _____	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_