



Accounting Professional Corporation

Employee Information Sheet

The following items and information are required in order for us to setup your payroll files. Please fill in the information and provide the documents requested below:

Company Name: _____

Employee Name: _____

Date of hire: _____

First day of work: _____

Pay rate: _____ (\$/hr or gross salary amount)

Employee's role within the company:

Additional Information required

- TD1 (Federal, to be completed for each employee, each calendar year)
- TD1 (Provincial, to be completed for each employee, each calendar year)