

5 International Blvd, Etobicoke, ON M9W 6H3
Phone (905) 848-2600 Fax (905) 848-2603
Email: payroll@fmcic.ca Website: www.fmcic.ca

The employee consents to the collection, use and disclosure of this information for payroll purposes.

EMPLOYEE INFORMATION (To be completed by EMPLOYEE, Please include TD1 & TD1 Provincial)			
Employee Name: (legal name)			Sex: M ☐ / F ☐
Street Address:			
City/Province:		Postal Code:	
Date of Birth (dd/mm/yyyy) : / /		Social Insurance No.: / /	
Position of Employment:		Email Address:	
Signature of Employee:			
Please enclose <u>void Cheque</u> or direct Deposit form for direct deposit to employee bank account (no hand written cheque information)			

(Please state salary on a per pay basis - 24 pays per year)	
Employer: (church/camp/daycare name)	
Employee Start Date (dd/dd/yyyy) :	/ /
Salary \$ per pay OR \$ per hour	Hours per week (mandatory)
House Allowance: CRA approval only	Manse Allowance (Rental value): \$ per pay
Vacation Pay (only hourly paid employees) % per pay	OR (Accrued) only hourly paid employees: % per pay
Utilities (Taxable benefit): \$ per pay	Others (Please specify): per pay
BENEFITS (Related forms are required if "Yes" is checked)	
Group Package (Life/Dental/Major Medical/Long Term Disability) Yes ☐ No ☐	
(if working 20 hours a week or more employee is required to join within 30 days of hire date)	
Ministers' Pension Plan Yes ☐ No ☐ Please contact payroll department for package	
Signature of Treasurer:	
Print Name:	Date:

I hereby authorize The Free Methodist Church in Canada to debit the Church bank account (<u>voided cheque attached</u> ↑)	
Bank authorized signatory for the Church:	
Church Signatory (Print Name):	
Date:	

1. Please return this form as soon as possible along with your tax forms (TD1 Federal & TD1 Provincial). (15th or 30th/31st).
Forms received after cut-off date will be processed in the next pay period.
2. Any Social Insurance Number that begins with the digit 9 we will require the letter from Service Canada
3. Employer's void cheque is not required if you have already filed one with FMCiC.
4. According to Labour Act, vacation pay has to be paid to all hourly paid employees.

August 2025