

The Free Methodist Church in Canada™

4315 Village Centre Court, Mississauga, ON L4Z 1S2

Phone (905) 848-2600 Fax (905) 848-2603

Email: payroll@fmcic.ca Website: www.fmcic.ca

EMPLOYEE INFORMATION FORM

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

PLEASE PRINT

EMPLOYEE INFORMATION (To be completed by EMPLOYEE, Please include TD1 & TD1 Provincial)	
Employee Name:	Sex: M <input type="checkbox"/> / F <input type="checkbox"/>
Street Address:	
City/Province:	Postal Code:
Date of Birth (mm/dd/yyyy) : / /	Social Insurance No.: / /
Position of Employment:	
Signature of Employee:	
Please enclose void cheque for direct deposit to employee bank account	

SALARY INFORMATION (To be completed by EMPLOYER)	
<i>(Please state salary on a per pay basis - 24 pays per year)</i>	
Employer: (church name)	
Employee Start Date (mm/dd/yyyy) : / /	Payroll Effected (mm/dd/yyyy) : / /
Salary: \$ per pay OR \$ per hour	Hours per week
House Allowance: CRA approval only	Manse Allowance (Rental value): \$ per pay
Vacation Pay (only hourly paid employee) % per pay	OR (Accrued): % 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 <input type="checkbox"/> No <input type="checkbox"/>	
(if working 20 hours a week or more employee is required to join within 30 days of hire date)	
Ministers' Pension Plan Yes % <input type="checkbox"/> No <input type="checkbox"/> Please contact payroll department for package	
Signature of Treasurer:	
Print Name:	Date:

EMPLOYER BANK AUTHORIZATION (To be completed by EMPLOYER)
I hereby authorize The Free Methodist Church in Canada to debit the Church bank account (voided cheque attached <input type="checkbox"/>)
Bank authorized signatory for the Church:
Church Signatory (Print Name):
Date:

NOTES:

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. Employer's void cheque is not required if you have already filed one with FMCIC.
3. According to Labour Act, vacation pay has to be paid to all hourly paid employees.