



# EMPLOYEE NEW HIRE/RE-HIRE FORM

COMPANY NAME: TAP AUTOMOTIVE HOLDINGS CANADA, INC COMPANY NUMBER: \_\_\_\_\_

ACTION REQUIRED:  NEW HIRE  RE-HIRE HIRE/REHIRE DATE: \_\_\_\_\_  
(First Day Worked) (dd/mmm/yyyy)

### Section A - Employee Information

EMPLOYEE NAME: \_\_\_\_\_  
(Last name) (First name)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE OF RESIDENCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

SIN #: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ STATUS INDIAN?

EMPLOYEE NUMBER: \_\_\_\_\_ COST CENTRE: \_\_\_\_\_ BRANCH: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PROVINCE OF EMPLOYMENT: \_\_\_\_\_ OCCUPATION : \_\_\_\_\_

### ALBERTA

PAYMENT TYPE:  If you specified "Deposit", please complete the following and FAX a copy of a voided cheque. The optional account indicated is for a secondary deposit account. Please designate the amount in this account, the balance will go to the primary account.

Primary Acct: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

Optional Acct: \_\_\_\_\_ TRANSIT(5 digits) \_\_\_\_\_ BANK(3 digits) \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ Amount \_\_\_\_\_

### Section C - Compensation Information

EMPLOYEE TYPE :  RATE: \_\_\_\_\_ STANDARD HRS/PAY

### Section D - Tax Information (Please attach a completed TD1 Federal and TD1 Provincial form)

MULTIPLE TAX PACKETS (Revenue Canada/Quebec Business Number)?:  If 'YES', Packet #

### Section E - Earning/Taxable Benefit/Deduction Setup

List below names and amounts of earnings or taxable benefits per pay period

List below names and amounts of deductions to be applied per pay period

Earning Name	Code	Amt per Pay		Deduction Name	Code	Amt per Pay
Earning Name	Code	%		Deduction Name	Code	%

Vacation  If Accrual, indicate 4% If Other, comments: \_\_\_\_\_

### Section F - Comments

### Section G - Authorization

LEVEL 1 AUTHORIZATION: TANGELES@4WHEELPARTS.COM  
(Signature or email address)

\*\*Please email to Comprehensive Outsourcing Services along with the Payroll Input Cover Sheet