

PERSONAL INFORMATION FORM

Note: Changes for address, phone numbers and direct deposit information should be updated online with myHRinfo employee self service.

New:

Change: (only complete section where change has occurred) **Effective date:**

Employee ID:		UW student ID (if applicable):	
Last name:		First name:	Middle name/initial:
Social Insurance Number:		SIN expiry date:	
Birth date (MM/DD/YY):		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Marital status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> common law <input type="checkbox"/> widowed <input type="checkbox"/> divorced <input type="checkbox"/> legally separated
If name change, new legal name*	New last name:		New first name (leave blank if no change):

***Note:** Please provide photocopy of Government issued ID with new legal name.

Please complete the Benefit Change Form to add your new spouse/dependents to your benefits and update your beneficiaries.

PERMANENT MAILING ADDRESS:

No. & street:	Apt#/Suite:	Postal code:
City:	Province:	Country:

CONTACT INFORMATION

Home phone:	Cell phone:	E-mail address:
Emergency contact name:	Phone number:	Relationship:

BANKING INFORMATION ** Please attach a "VOID" cheque

Example of a void cheque is shown on the reverse.

Bank:	Branch (street address):	
City:	Province:	Postal code:
Transit number (5 digits):	Financial institution number (3 digits):	Account number (as found on cheque or direct deposit info sheet. This is <i>not</i> the same as a bank card number):

Signature: _____ **Date:** _____

My signature confirms that all information above is accurately represented per the established definitions referenced on this document. My signature authorizes the University of Waterloo to update my information accordingly and deposit my net pay and any reimbursements to the above bank account. Please return the completed form to Human Resources.

REFERENCE INFORMATION:

BANKING

NOTE: Deposits are processed through electronic funds transfer. It is essential that we have your exact account number so that we can identify your bank's branch number. Forms which are received late, or with incomplete/inaccurate information, will result in delay in payment.

The diagram shows a check form with the following fields and labels:

- YOUR NAME:** 123 ANY STREET, YOURTOWN, PROVINCE M4P 1V5
- DATE:** A grid for entering the date (T T T M M D D).
- PAY TO THE ORDER OF:** A line for the payee's name.
- \$:** A dashed box for the amount.
- 100 DOLLARS:** The amount written in words.
- YOUR FINANCIAL INSTITUTION:** 456 MAIN STREET, YOURTOWN, PROVINCE IL IL1
- MEMO:** A line for a memo.
- MICR Line:** @*00 @* :@ 2345 678 : @ 23456789 ?*

Labels below the MICR line identify the components:

- Transit Number:** 2345
- Institution Number:** 678
- Account Number:** 23456789