

## Accounting Advantage

In the event you are hired by Accounting Advantage several agreements must be completed by you prior to your first assignment. **Your employment will only start on the first day of your first scheduled assignment and completion of any of the following documents does not represent an offer of employment.**

For your convenience you may complete the following paperwork prior to employment.

This prior paperwork process is on a voluntary basis. All information will remain in the strictest of confidence.

A copy of this agreement will be made available to you upon request or can be found on-line at [www.actadv.ca](http://www.actadv.ca)

If you would prefer to return to complete the documentation we will make those arrangements.

### **Payroll Profile**

If employed by Accounting Advantage I would prefer to receive my compensation by:

Cheque     Direct Deposit (please complete the direct deposit information below)

### **On-Line Paystubs and T4**

Effective December 5<sup>th</sup>, 2011, all paystubs will be provided on-line and paper versions will only be made available if requested.

Agree to on-line option     I require a paper version of my paystub

Effective for the year 2012, all T4's will be provided on-line and paper versions will only be made available if requested.

Agree to on-line option     I require a paper version of my T4

### **Identification**

Identity theft is a serious issue and therefore we confirm the identity of all candidates.

If employed by Accounting Advantage, we will need to verify your Social Insurance Number and see government issued picture identification (including any applicable work permits)

You may provide identification at this time for your convenience.

If you wish to return in person to provide this information prior to your first assignment we will make those arrangements.

First Name	
Last Name	
Social Insurance #	
Address	
Address (include apt #)	
City, Province, Postal Code	

### **Direct Deposit**

Name of bank	
Transit number (5 digits)	
Institution number (3 digits)	
Account number	
Type of Account	<input type="checkbox"/> Chequing <input type="checkbox"/> Savings

#### Sample cheque information:

⑈ 001⑈	⑆30800 ⑆⑆⑆	326 ⑆	0016530299⑈
Cheque number	Branch Transit No	Institution no.	Account no.

If employed by Accounting Advantage, I hereby authorize Accounting Advantage, to initiate credit entries into and initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above at the depository named above. This authorization is to remain in full force and effect, until Accounting Advantage has received written confirmation from me of its termination. **A minimum notification of 15 working days is required to cancel or change the direct deposit account.**

\_\_\_\_\_  
Temporary Associate Signature:

\_\_\_\_\_  
Date: