

New Employee Information Sheet

Employer Name	
Employee Name	Employee Email
Start date	End date (if applicable)
Rate of pay	Vacation rate (%)
Personal Tax Credits Return forms attached? (TD1s) <input type="checkbox"/> Yes / <input type="checkbox"/> Sent separately	
Other details	

Vacation paid or accrued

It is agreed upon by both parties to have vacation paid out on each pay cheque: Yes / No
If yes, please sign below.

(employee)

(employer)