Mount Allison UNIVERSITY

Student Employee Pay Registration

PERSONAL DATA

_____ _____ _____

Last Name First Initial

Social Insurance Number_____ Date of Birth _____

Currently enrolled as a student at Mount Allison University Yes ❑ No ❑

Signature: _____Date: _____

BANK ACCOUNT FOR AUTOMATIC DEPOSIT

Your pay will be deposited to your bank account which must be with a financial institution in Canada.

You must attach a void cheque or a form from your bank providing the electronic information (Institution Name, Institution Number, Transit Number and Account Number) for automatic deposit. If you do not provide this information, you will not be paid.

Pay Statements are provided electronically through the secure Connect@MTA web site. See the link below for instructions to access your pay statement.

http://www.mta.ca/hr/compensation/Electronic_Paystatements.htm

Student and casual employees are paid on a bi-weekly payroll. A list of pay dates and form deadline dates for the current calendar year can be found at: http://www.mta.ca/hr/compensation.html

ELECTRONIC T4 CONSENT

❑ I consent to receive my official T4 and/or T4A slip in electronic format. I understand that by providing such consent I will have access to view and print all of my T4 and/or T4A slips for the tax year 2010 onward until I revoke my consent. I understand that I can at any time revoke my consent by informing Human Resources by email or in writing.

❑ I do not provide my consent to receive my T4 and/T4A electronically. I understand I will receive my tax forms in paper format.

Signature: _____Date: _____