



**LIME**  
Bookkeeping Inc.

### New Employee intake information

This form is to be used to capture new employee information for evolution accounting to perform payroll processing via Wagepoint

**PERSONAL DETAILS**

Hire Date:

First Name:

Last Name:

Date of Birth:

SIN:

Address 1:

City:

Province:  Postal:

Email:

**JOB DETAILS**

Rate of Pay:  **Salary**  **Hourly**

**Vacation Pay**  
Banked  Paid out

**Vacation Rate**  
Standard  Construction

**TAX INFO:**

[Federal TD1](#) <-Click to fill form  
[Alberta TD1](#) <-Click to fill form

Document received?  
Document received?

Yes	No
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Standard Vacation Pay is 4%**  
**Construction Vacation pay is 9.6%**

**DIRECT DEPOSIT INFORMATION**

Wagepoint has the ability to split the direct deposit of an employee's pay into a maximum of 4 bank accounts.

Employee has provided at least 1 direct deposit form or void cheque?  Yes  No

Lime Bookkeeping Inc. will NOT process payroll unless we have completed TD1 forms for each NEW employee