
POSTDOCTORAL FELLOW REQUIRED DOCUMENTATION

The **Postdoctoral Fellow Information Form** must be emailed to Sue Ann Truong/ Vanessa Johan to generate the formal letter offer. Once the letter is sent out, the signed letter must be emailed back to supervisor, cc Sue Ann/ Vanessa before the return by date.

Upon arrival, please complete and bring the following documentation to the Finance Office:

1. Section One of U of T Employee Information Form
[http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HR+Forms/Payroll+!\\$26+Tax/USW+Casual+Employee+Information+Form.pdf](http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HR+Forms/Payroll+!$26+Tax/USW+Casual+Employee+Information+Form.pdf)

2. Original Social Insurance Number (SIN) Card

For Non-Canadian Citizen:

a. Social Insurance Number can be obtained by visiting Service Canada once you're here. Information and forms are available at:

<http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

The closest location from Munk School of Global Affairs is Toronto City Hall. See below for address and hours:

<http://www.servicecanada.gc.ca/cgi-bin/hr-display.cgi?rc=3631&ln=eng>

b. You also need to bring your current Canadian Visa/Work Permit.

3. Payroll Bank Authorization Form for Direct Deposit
[http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HR+Forms/Payroll+!\\$26+Tax/Payroll+Bank+Authorization+Form+for+Direct+Deposit.pdf](http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HR+Forms/Payroll+!$26+Tax/Payroll+Bank+Authorization+Form+for+Direct+Deposit.pdf)

4. A void cheque

5. Personal Tax Credits Return (TD1)
http://webapp.mcis.utoronto.ca/resources/Payroll_Info/Finance_Forms/td1-fill-e.pdf

and Ontario Personal Tax Credits Return (TD1ON)
http://webapp.mcis.utoronto.ca/resources/Payroll_Info/Finance_Forms/td1on-e.pdf

If you have any questions, please contact the following Finance Office staff:

Sue Ann Truong
(416) 946-3852
sueann.truong@utoronto.ca

Vanessa Johan
(416) 946-8902
vanessa.johan@utoronto.ca

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