



Graduate Assistant & Teaching Assistant Payroll Set Up Checklist

INSTRUCTIONS FOR COMPLETION

- Form must be completed in full; partial submission of documentation will not be accepted.
- Documentation will not be accepted without this form.
- Mailing Address on this form should match mailing address in ACORN and your banking institution. Discrepancies will result in delayed payments.
- All applicable documentation must be submitted in person along with proof of SIN.

Please submit this form and attached documents to:
Graduate Student Funding Officer
Rm 12-139, 12th Floor, OISE

For questions concerning this form or your documentation, please contact gradfinasst@utoronto.ca or visit our [webpage](#).

Section A: Personal Information

Family Name:	First Name:
Student Number:	Email:
Department:	Degree:
Position: <input type="checkbox"/> GA <input type="checkbox"/> RF/GA <input type="checkbox"/> TA	
Mailing Address:	
City	Province/ State:
Postal Code / ZIP:	Country:

Section B: Payroll Checklist

Documentation	✓
TD1ON: Provincial Tax Credit Form	
TD1: Federal Tax Credit Form	
Payroll Bank Authorization Form for Direct Deposit	
Void cheque or Direct Deposit Form from a Canadian Banking Institution	
Student permit (International Students Only)	
SIN Number (see section C)	

Section C: SIN Verification & Student Signature

Social Insurance Numbers (SIN) are to be verified in person by proof of SIN via the SIN card or the paper format (Confirmation of SIN Letter). By signing this document, the Student is verifying that the provided information and documentation is correct and submitted in full.	
Student Signature:	
Administration Only	
Last 3 digits of SIN: XXX-XXX- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date Verified:
Staff Name:	Staff Signature: