



Graduate Assistant & Teaching Assistant Information form

INSTRUCTIONS FOR COMPLETION

- You are completing this form if you have already been set up on payroll, but some or all of your personal information has changed.
- 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 (i.e. only submit forms for which changes are needed).

Please submit this form and attached documents to: The sharepoint folder link sent to you via email.
 For questions concerning this form or your documentation, please contact oise.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: Documentation

Only check those documents requiring a change	✓
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	
Copy of Study 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: _____

Office use only

SIN checked