



Returning Graduate Assistant & Teaching Assistant Information Change 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:

oise.gradfinasst@utoronto.ca

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)	
Employee Number	

Section C: Student Signature

By signing this document, the Student is verifying that the provided information and documentation is correct and submitted in full.

Student Signature: