



**Reion Accounting & Business Services Ltd.**  
**Fish Creek Tax Services | 403-238-1505 - REION.CA**

#1105 – 230 EVERSIDE BLVD SW, CALGARY, ALBERTA T2Y 0J4

Fax: 403-238-5100

E-Mail: Admin@reion.ca

**New Employee Information**

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Birth Date (MM/DD/YY): \_\_\_\_\_ SIN: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Pay Period: (Bi-Weekly, Bi-Monthly, Monthly) \_\_\_\_\_

Vacation Pay: Paid out Every Cheque or Retained: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

**Please fill out above information and attached TD1 forms and return to your Account Representative**

\_\_\_\_\_  
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