



# Bottom Line Bookkeeping & Tax Solutions Inc

---

When adding a new employee, the following information will need to be provided at least one week before the first scheduled pay date:

1. Employees name
2. Address
3. Phone Number
4. Email address
5. Direct Deposit form from bank (hand written not accepted)
6. Hire Date
7. Rate of Pay
8. Completed TD1 Forms available on [www.bottomlinebookkeeping.ca](http://www.bottomlinebookkeeping.ca) under resources. Note must complete both the Federal & Provincial Forms.

Vacation pay