



#202 – 1475 Ellis Street  
Kelowna B.C. V1Y 2A3  
enquiries@platinumpersonnel.ca

www.platinumpersonnel.ca

Telephone: (250) 979-7200  
Fax: (250) 979-7475  
Toll Free: 1-800-652-1511

## Payroll Package

**Collection & Use of Personal Information:** The personal information collected by Platinum Personnel is used for purposes related to employing and/or finding employment for the individual providing the information. Personal contact information is shared with potential employers only after verbal or written consent has been obtained.

Please complete the following information to be kept in your personnel file. If there are any changes to this information in the future, please notify Platinum Personnel immediately.

Please Print

Name:		
Address		
City	Province	Postal Code
Phone	Cell	Email Address
I authorize Platinum Personnel to contact me via text message if needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Social Insurance Number		
Date of Birth		
	Month	Day
		Year
<b>Emergency Contact</b>		
Name:		
Phone: (   )		
Relationship:		
Name:		
Phone: (   )		
Relationship:		



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## Confidentiality/ Employment Agreement

The undersigned agrees to work under Platinum Personnel & Business Services Inc. on a temporary/on call basis. Please initial the following points:

\_\_\_ You are an employee of Platinum Personnel working for our clients – Please report any changes, concerns or problems (illness etc) to Platinum Personnel.

\_\_\_ Your time sheet is due in to our office by 12:00 noon each Monday. If it is not received by then, it will not be processed until the following week.

\_\_\_ As an employee of Platinum Personnel you are not permitted to use the computer and/or internet for personal research or communication (i.e. Facebook, personal email, personal banking, etc.)

\_\_\_ If you are required to work alone for any period of time, please contact our office to set up a call in schedule.

\_\_\_ If at any time you are offered a permanent or temporary position by our client, it is agreed that all parties will conduct the employment through Platinum Personnel (& Business Services Inc.)

\_\_\_ If any recreational opportunities present themselves on the job, for safety reasons, please report them to us immediately before you engage in the activity.

\_\_\_ You must inform Platinum Personnel if you have been contacted directly by one of our clients for a new assignment or to extend an existing one.

*As a condition of this employment agreement, the undersigned agrees to abide by the following confidentiality procedures:*

\_\_\_ All information regarding Platinum Personnel and its Clients is considered ***strictly confidential***. This includes any information, including names, telephone numbers and/ or discussion of client business in the presence of others outside the designated job requirements. Identification of client must ***not*** be revealed.

***Violation of this Confidentiality Agreement will result in immediate termination.***

Please respect this need for confidence and the people who have placed their trust in us.

Signed

\_\_\_\_\_ Name

\_\_\_\_\_ Date



Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.  
Fill out this form based on the best estimate of your circumstances.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)		Employee number		
Address			Postal code		For non-residents only – Country of permanent residence		Social insurance number	

<p><b>1. Basic personal amount</b> – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	<b>12,069</b>
<p><b>2. Canada caregiver amount for infirm children under age 18</b> – Either parent (but not both), may claim \$2,230 for each infirm child born in 2002 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p><b>3. Age amount</b> – If you will be 65 or older on December 31, 2019, and your net income for the year from all sources will be \$37,790 or less, enter \$7,494. If your net income for the year will be between \$37,790 and \$87,750 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2019 Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p><b>4. Pension income amount</b> – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p><b>5. Tuition (full time and part time)</b> – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p><b>6. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,416.</p>	
<p><b>7. Spouse or common-law partner amount</b> – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is <b>infirm</b>), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less <b>and</b> he or she is <b>infirm</b>, go to line 9.</p>	
<p><b>8. Amount for an eligible dependant</b> – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is <b>infirm</b> and you <b>cannot claim the Canada caregiver amount for children under age 18 for this dependant</b>), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is <b>infirm</b>), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less <b>and</b> he or she is <b>infirm and is age 18 or older</b>, go to line 9.</p>	
<p><b>9. Canada caregiver amount for eligible dependant or spouse or common-law partner</b> – If, at any time in the year, you support an <b>infirm</b> eligible dependant (aged 18 or older) or an <b>infirm</b> spouse or common-law partner whose net income for the year will be \$23,906 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p><b>10. Canada caregiver amount for dependant(s) age 18 or older</b> – If, at any time in the year, you support an <b>infirm</b> dependant age 18 or older (<b>other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$14,299</b>) whose net income for the year will be \$16,766 or less, enter \$7,140. If his or her net income for the year will be between \$16,766 and \$23,906 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p><b>11. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p><b>12. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her <b>tuition amount</b> on his or her income tax return, enter the unused amount.</p>	
<p><b>13. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

**Filling out Form TD1**

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**More than one employer or payer at the same time**

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

**Total income less than total claim amount**

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

**Non-residents (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2019?

Yes (Fill out the previous page.)

No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$12,069, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$12,069), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2019, you may be able to claim the child amount on Form TD1SK, 2019 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

**Deduction for living in a prescribed zone**

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2019, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to [canada.ca/taxes-northern-residents](http://canada.ca/taxes-northern-residents).

**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

It is a serious offence to make a false return.

Date \_\_\_\_\_

YYYY/MM/DD

## 2019 British Columbia Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number
<p><b>1. Basic personal amount</b> – Every person employed in British Columbia and every pensioner residing in British Columbia can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2.</p>			<b>10,682</b>
<p><b>2. Age amount</b> – If you will be 65 or older on December 31, 2019 and your net income from all sources will be \$35,660 or less, enter \$4,791. If your net income for the year will be between \$35,660 and \$67,600 and you want to calculate a partial claim, get Form TD1BC-WS, Worksheet for the 2019 British Columbia Personal Tax Credits Return, and fill in the appropriate section.</p>			
<p><b>3. Pension income amount</b> – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.</p>			
<p><b>4. Tuition (full time and part time)</b> – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>			
<p><b>5. Disability amount</b> – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,012.</p>			
<p><b>6. Spouse or common-law partner amount</b> – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$915 or less, enter \$9,147. If his or her net income for the year will be between \$915 and \$10,062, and you want to calculate a partial claim, get Form TD1BC-WS and fill in the appropriate section.</p>			
<p><b>7. Amount for an eligible dependant</b> – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be \$915 or less, enter \$9,147. If his or her net income for the year will be between \$915 and \$10,062, and you want to calculate a partial claim, get Form TD1BC-WS and fill in the appropriate section.</p>			
<p><b>8. British Columbia caregiver amount</b> – You may be supporting an infirm spouse or common-law partner, or an infirm eligible dependant (age 18 or older) who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> <li>• child or grandchild</li> <li>• parent, grandparent, brother, sister, uncle, aunt, niece or nephew who resided in Canada</li> </ul> <p>If this is your situation and the infirm person's net income for the year will be less than \$20,494, and you want to calculate a claim, get Form TD1BC-WS and fill in the appropriate section.</p>			
<p><b>9. Amounts transferred from your spouse or common-law partner</b> – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>			
<p><b>10. Amounts transferred from a dependant</b> – If your dependant will not use all of his or her <b>disability amount</b> on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her <b>tuition amount</b> on his or her income tax return, enter the unused amount.</p>			
<p><b>11. TOTAL CLAIM AMOUNT</b> – Add lines 1 to 10. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>			

**Filling out Form TD1BC**

Fill out this form **only** if you are an employee working in British Columbia or a pensioner residing in British Columbia and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1BC, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**More than one employer or payer at the same time**

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1BC for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1BC, **check** this box, enter "0" on line 11 and do not fill in lines 2 to 10.

**Total income less than total claim amount**

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 11. Your employer or payer will not deduct tax from your earnings.

**Additional tax to be deducted**

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

**Forms and publications**

To get our forms and publications, go to [canada.ca/cra-forms-publications](http://canada.ca/cra-forms-publications) or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

It is a serious offence to make a false return.



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## Personal Electronic Devices

Please read the following conditions pertaining to the use of personal electronic devices while on assignment with Platinum Personnel. After reading the following points, please indicate that you have read, understood and agree to the following conditions by initialing next to each point.

All employees of Platinum Personnel who are on assignment agree to:

\_\_\_\_ Store all Personal Electronic Devices away from their person during working hours (breaks exempted).

\_\_\_\_ Refrain from using any Personal Electronic Devices for checking time, texting, personal phone calls or internet during work hours (breaks exempted).

\_\_\_\_ Follow mandatory safety requirements by not utilizing any Personal Electronic Devices (including MP3 players, ipods, phones, etc.) while operating equipment, vehicles and machinery.

If you have a specific need to use a Personal Electronic Device while on assignment for Platinum Personnel, it must be discussed with and approved by your supervisor at that assignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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## DIRECT DEPOSIT INFORMATION

Please provide one of the following:

1. A void cheque; which is preferred to ensure complete accuracy; or
2. A **Bank Completed** direct deposit form.

If neither of the above is provided a manual cheque will be issued and sent to your home address.

Vacation Pay:

As an employee of Platinum Personnel you have the option of receiving your vacation pay on each cheque or banking the vacation pay for future use or payout at the end of your employment with Platinum Personnel. Please indicate your preference by **initialing** one of the boxes below. Please note, after 12 months of employment you will be asked to schedule your vacation days for the upcoming 12 month period regardless of the option you select.

Option A: Please include my vacation pay on each pay cheque. I understand that in selecting this option that my vacation days will be days off without pay.

Option B: Please accrue my vacation pay and after 12 months of employment I will use the banked vacation pay toward paid vacation days. If my employment with Platinum Personnel ends prior to 12 months or if there is vacation pay owing at the time that my employment ends, I understand that I will be paid my vacation pay on my final pay cheque.

Signature \_\_\_\_\_ Date \_\_\_\_\_