

**HKAY Professional Corporation**

316 3770 Westwinds Dr N.E.

Calgary AB T3J 5H3

[hkay@hkaycpa.com](mailto:hkay@hkaycpa.com)

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<b>Firm's /Corporation name</b>		
<b>Address:</b>		
<b>Payroll Registration number with CRA</b>		
<b>Pay period :</b>	<b>From</b>	DD/MM/YYYY
	<b>To</b>	DD/MM/YYYY

**New employee's information:**

<b>S. No.</b>	<b>Legal Name and Address of the employee</b>	<b>SIN</b>	<b>Rate per hr/Salary</b>	<b>Relationship to the employer (Employee/relative)</b>
	FIRST NAME                      LAST NAME			
	ADDRESS WITH POSTAL CODE			
	ADDRESS WITH POSTAL CODE			
	FIRST NAME                      LAST NAME			
	ADDRESS WITH POSTAL CODE			
	ADDRESS WITH POSTAL CODE			
	FIRST NAME                      LAST NAME			
	ADDRESS WITH POSTAL CODE			
	ADDRESS WITH POSTAL CODE			
	FIRST NAME                      LAST NAME			
	ADDRESS WITH POSTAL CODE			
	ADDRESS WITH POSTAL CODE			
	FIRST NAME                      LAST NAME			
	ADDRESS WITH POSTAL CODE			
	ADDRESS WITH POSTAL CODE			

**Verified by: Supervisor/ Manager/ Proprietor/Director/Partner**

**Dated:**

**Place:**            Calgary