New job paperwork checklist

Everything to sort out in your first week at a new job: TD1 forms, SIN, direct deposit, pay schedule, benefits and where to find your pay stubs.

NAME

DATE

FIRST WEEK

- [ ] Federal TD1 filled in, signed and given to my employer
- [ ] Provincial TD1, if my employer asks for it
- [ ] SIN given to payroll (temporary SIN: expiry date noted)
- [ ] Direct deposit form and void cheque or bank details
- [ ] Pay schedule and first pay day noted
- [ ] Benefits enrolment deadline noted
- [ ] Where to see my pay stubs and T4
- [ ] Emergency contact form

PAYROLL OR HR CONTACT

FIRST PAY DAY

BENEFITS DEADLINE

PROBATION END DATE

If you have more than one job at the same time, read the CRA page on TD1 before claiming amounts twice.

SOURCES (CHECKED 2026-11-26)

CRA says Form TD1 must be completed when you start a new job so your employer can pay you accurately, and you must sign and date it and give it to your employer. https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html (checked 2026-11-26)
CRA says that if you work for more than one employer at the same time, you can only claim amounts such as the basic personal amount on one of your TD1 forms. https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html (checked 2026-11-26)
CRA says a temporary SIN begins with 9 and has an expiry date.
https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html (checked 2026-11-26)