

WAGEPOINT – NEW EMPLOYEE

Congratulations on your employment!

Your payroll will be processed through Wagepoint and completed by KeyPoint Business Services. This set up will allow you to access your paystubs, T4s, and ROEs (if applicable) through an online portal.

Payroll will be paid out via direct deposit. If you have changes to your banking information in the future, you may manage this through the same portal. You will also be able to add additional bank accounts if you wish to have a specific percentage or dollar figure deposited to a savings account.

Please fill out the following information and return to your employer, or you may email the information directly to KeyPoint Business Services at info@keypointbusiness.ca but with the subject:

‘NAME OF EMPLOYER – Last name, first name’

Full Name: _____ SIN: _____

Mailing: _____

Birthday: _____ MMM DD, YYYY

Email address: _____

Bank: _____

Transit: _____ Institution: _____ Account Number: _____
(5 Digits) (4 Digits) (7 Digits)

Once your profile has been set up, you will receive an email notification from Wagepoint inviting you to complete your portal. When completing this set up, please verify your personal information. If you have any change, immediately or in future, you may update directly through the portal.

Please submit the applicable year of TD1 and TD1 ON forms to your employer. These can be supplied to you by your employer or by searching those form names on your search engine of choice.