



Employee Information Requirements

Farmer Joe needs the following information from you upon arrival:

- This information **MUST** be sent by e-mail or Text.
 - Full Name (*First, Middle, Last*)
 - Full Mailing Address *including* Postal Code
 - Social Insurance Number
 - Date of Birth (*Day, Month, Year*)
 - E-mail address for T4 Slips
 - Contact Cell Phone #
 - Emergency Contact Name & Number
 - Photo of your Driver's Licence
 - If parking on the property, photo of your licence plate.

- *In the event that your pay exceeds \$500, please look for an e-mail from Quickbooks to enter information directly for your pay.*
 - *You will be receiving a T4 for tax purposes.*
 - *The Quickbooks workflow does not need to be completed if you do not want to be paid.*