



ARE WE UP-TO-DATE ABOUT YOU?

As your employer, it is important that we have your updated personal information. Please remember to update us in the event of a change in:

Personal Contact Information including your address

Banking information *(for direct deposit employers)*

Marital status *(for benefit purposes if applicable)*

Health conditions that may impact you at work *(i.e. Allergies)*

Accommodation requirements

Vehicle changes *(if applicable)*

Emergency contact information

Qualifications or training received outside of work

If you have new or updated information, speak with your supervisor about the best way to communicate that to your employer.