



3-Month Checklist

Forms	Completed
Tax Exemption (If Applicable)	
TD1-ON	
TD1	
Oath of Confidentiality	
Policy Acceptance	
Attestation Form – COI	
Canada Life Pension (Not for Contract Workers)	
Benefits Application (Contract Workers Refer to HR Policy)	
Criminal Record Check	

Copies Of:	Completed
Drivers Licence	
Status Card (If Applicable)	
SIN	

Please note that HR sends out a performance evaluation reminder roughly **3 weeks prior to the new hires 3-month evaluation, to ensure outstanding documents are complete.