



T4 REQUEST FORM

ATT : PLEASE FILL IN REQUIREMENTS IN RED & *

AGENT INFORMATION

Agent Name *

Agent Email *

Agent Mobile # (Optional)

ORDER DETAIL

Date of Request * (YYYY - MM - DD)

Type of Order

T4

How Many Year (If 2, please also fill out T4 #2)*

1

2

Delivery Speed *

Regular

RUSH

CLIENT INFORMATION

Client Full Name *

Client First Name *

Client Middle Name

Client Last Name *

Client Gender *

Male

Female

Client D.O.B * (YYYY - MM - DD)

Client S.I.N * (XXX - XXX - XXX)

CLIENT EMPLOYMENT INFORMATION (CURRENT)

T4 #1

Year Request *

Address *

Client Company Name *

Company Address *

Employee's Working Started Date *

Employment Type *	Full-Time	Part-Time
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Salary Type *	Annual	Hourly
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Salary Amount \$ *	\$ /Year	\$ /Hour
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How Many Hours A Week *

Payment Frequency *	Monthly	Semi-Monthly	Bi-Weekly
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T4 #2 (If Request 2)

Year Request

Address

Client Company Name

Company Address

Employee's Working Started Date

Employment Type	Full-Time	Part-Time
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Salary Type	Annual	Hourly
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Salary Amount \$	\$ /Year	\$ /Hour
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How Many Hours A Week

Payment Frequency	Monthly	Semi-Monthly	Bi-Weekly
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ADDITIONAL INFORMATION

Additional Notes (Any Special Note or Instructions)

PLEASE FILL & SIGN THE ABOVE FORM, SUBMIT ALONG WITH 2 IDS AT WWW.DOCS4U.NET