Graduate Payroll and Tax Forms
*** Deadline Information****

Grad students who will be paid by Human Resources, please go to the Human Resources website where you can find the information and forms required for payroll set up.

Please see the following payroll information, particularly the Information for New Graduate Students (near the bottom of the page):

https://uwaterloo.ca/human-resources/support-employees/payroll

The required payroll forms are available on-line at the following link:

https://uwaterloo.ca/human-resources/forms

Students need to complete the:

Federal TD1 Form

Ontario TD1 Form

Personal Information Form

Students who need further assistance (e.g., TD1 questions) can come to HR Reception in East Campus 1 in person, e-mail hrhelp@uwaterloo.ca, or call the main HR phone line at 519-888-4567, ext. 35935.

Completed Personal Information Forms should be returned to grad administrators for submission to HR via inter-office mail prior to the first day of work. Please make sure TD1 information is submitted on-line prior to the first day of work.

The paperwork cutoff date is normally around the 15th of the first month of term, so please submit your forms well in advance of this date. Please see the following link for a list of cut off dates: https://uwaterloo.ca/human-resources/node/256/#monthly-pay-dates