



TAXABLE BENEFITS FORM

This form should be submitted to Human Resource Services in accordance with the **Bi-Weekly Payroll Schedule** on reverse. This is an authorization for payment to proceed.

Mr. Ms. Mrs. Miss. Dr. Prof. Misc. Mx.

First & Middle Name (Name on SIN Card)		Known As (Optional)		Last Name (Name on SIN Card)		
SIN		Student No.		Personnel No.		
Street No. and Name		New <input type="checkbox"/>	Apt No.	City/Town	Province	Postal Code
Telephone	New <input type="checkbox"/>	Email Address		Date of Birth (DD/MM/YYYY)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X

If you are a Canadian Citizen, Permanent Resident, or on a Work Permit, you **must** include your SIN in the space above. The T4/T4A slip will be issued at the end of the Calendar Year.

Canadian Citizen Permanent Resident Work Permit

Verification of SIN Card (if applicable):

Verified/Checked

Initial _____

Work Permit (if applicable):

Attached

On File

Taxable Benefits Amount (Canadian Dollars, CDN \$)	
Date of the Benefits Payment	
Purpose of the Benefits Payment	
Fund Centre Number (for new set up or reactivation in HRIS)	CFC:

Chair's or Manager's Name (Please Print)	Telephone No.
Chair's or Manager's Signature	Date
Forms Prepared By	Department

- **Please forward completed forms and all attachments to Human Resource Services**
payroll.utsc@utoronto.ca
- Incomplete forms/incorrect information will delay processing.



UNIVERSITY OF
TORONTO
SCARBOROUGH

**2023 BIWEEKLY PAYROLL SCHEDULE
SUBMISSION DEADLINES TO HUMAN RESOURCE SERVICES**

Period #	Pay Period		Deadline for Forms to Be Submitted to Human Resource Services	Biweekly Pay Date
	Start Date	End Date		
F01	25.12.2022	07.01.2023	03.01.2023	13.01.2023
F02	08.01.2023	21.01.2023	17.01.2023	27.01.2023
F03	22.01.2023	04.02.2023	31.01.2023	10.02.2023
F04	05.02.2023	18.02.2023	14.02.2023	24.02.2023
F05	19.02.2023	04.03.2023	28.02.2023	10.03.2023
F06	05.03.2023	18.03.2023	14.03.2023	24.03.2023
F07	19.03.2023	01.04.2023	28.03.2023	06.04.2023
F08	02.04.2023	15.04.2023	11.04.2023	21.04.2023
F09	16.04.2023	29.04.2023	25.04.2023	05.05.2023
F10	30.04.2023	13.05.2023	09.05.2023	19.05.2023
F11	14.05.2023	27.05.2023	23.05.2023	02.06.2023
F12	28.05.2023	10.06.2023	06.06.2023	16.06.2023
F13	11.06.2023	24.06.2023	20.06.2023	30.06.2023
F14	25.06.2023	08.07.2023	04.07.2023	14.07.2023
F15	09.07.2023	22.07.2023	18.07.2023	28.07.2023
F16	23.07.2023	05.08.2023	01.08.2023	11.08.2023
F17	06.08.2023	19.08.2023	15.08.2023	25.08.2023
F18	20.08.2023	02.09.2023	29.08.2023	08.09.2023
F19	03.09.2023	16.09.2023	12.09.2023	22.09.2023
F20	17.09.2023	30.09.2023	26.09.2023	06.10.2023
F21	01.10.2023	14.10.2023	10.10.2023	20.10.2023
F22	15.10.2023	28.10.2023	24.10.2023	03.11.2023
F23	29.10.2023	11.11.2023	07.11.2023	17.11.2023
F24	12.11.2023	25.11.2023	21.11.2023	01.12.2023
F25	26.11.2023	09.12.2023	05.12.2023	15.12.2023
F26	10.12.2023	23.12.2023	11.12.2023	29.12.2023
2024/F01	24.12.2023	06.01.2024	02.01.2024	12.01.2024