



EMPLOYEE PERSONAL DATA UPDATE FORM - CANADA

Part 1 – Employee Identification (This section is mandatory. Please print.)

PIN:

Last Name: _____ First Name: _____

Signature: _____ Effective Date: _____
yyyy-mm-dd

Part 2 – Address Change (To be used only by employees who don't have access to the ePortal)

Mailing or Home Address: _____
(House no. and street name)

City: _____ Province: _____ Postal Code: _____

Home Telephone No.: (_____) _____ - _____

Alternate Telephone No.: (_____) _____ - _____

Can CN send you general information via your home e-mail address? Yes No

Home E-mail Address: _____ @ _____

Part 3 – Name Change

Former Last Name : _____ New Last Name: _____

Note: Reason and supporting documentation to be attached.

Part 4 – Date of Birth Correction

Birth Date: _____
yyyy-mm-dd

Note: Reason and supporting documentation to be attached, i.e., certified copy of birth certificate

Part 5 – Emergency Contact Update (To be used only by employees who don't have access to the ePortal)

Person to contact in case of emergency:

Last Name: _____ First Name: _____

Telephone No. 1: (_____) _____ - _____

Telephone No. 2: (_____) _____ - _____

Telephone No. 3: (_____) _____ - _____

Part 6 – Language of Communication Change

Language of communication: English French

- Running Trade employees-Western Canada: Fax a copy to Edmonton CMC at 1-780-472-3245
- Running Trade employees-Eastern Canada: Fax a copy to Moncton CMC at 1-506-853-2757
- All other employees: Fax a copy to the Payroll department at 1-514-399-5163 or mail to: Payroll Accounting, 935, de la Gauchetiere Street West, 4th Floor, Montreal, Quebec H3B 2M9.