



EMPLOYEE INFORMATION FORM

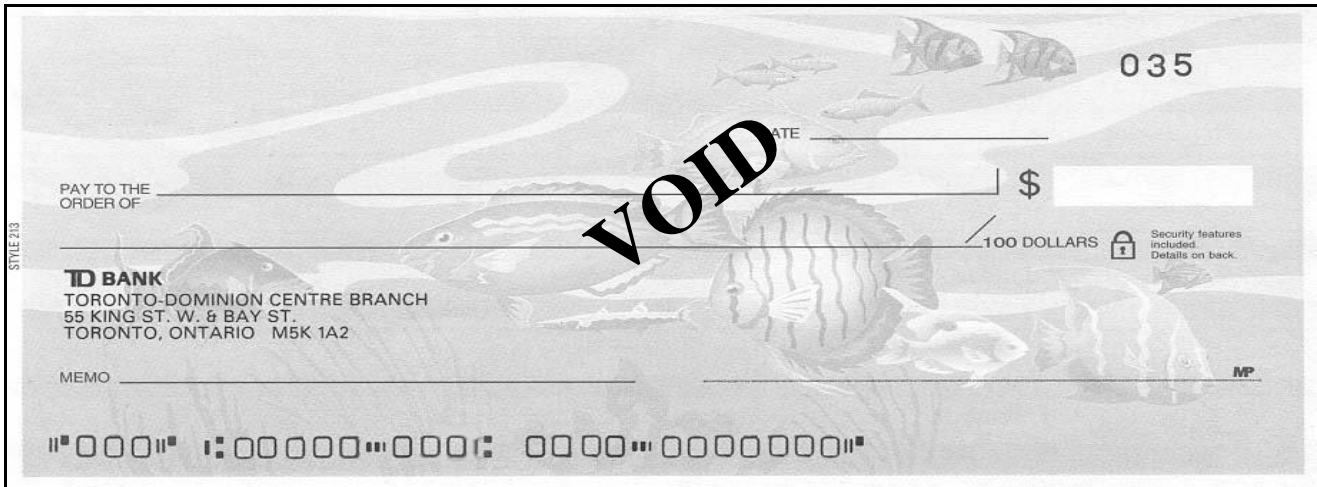


New Hire: Please forward this completed document to your Manager
Existing Employee: Please Print, Sign & Email to: hpsc@cbre.com
 or Fax to HRSC at: (214) 438-8960
 HRSC / CBRE: 2100 Ross Avenue, Suite #1600; Dallas, TX 75201

New Employee Change

GENDER	LANGUAGE	EMPLOYEE NAME	EMPLOYEE ID NUMBER <small>(Write TBA if you have not been assigned a number yet)</small>	SOCIAL INSURANCE NUMBER
HOME ADDRESS				
APARTMENT		CITY/PROVINCE	POSTAL CODE	
HOME PHONE (INCLUDE AREA CODE)			DATE OF BIRTH (MM/DD/YYYY)	
EMERGENCY CONTACT NAME			PHONE NUMBER	
RELATIONSHIP			CELL NUMBER	

Recommended: For Automatic Payroll Deposit, attach "void" cheque



OR, provide Banking confirmation – Bank Name

Choose: Chequing Account
 Savings Account

Transit Number Bank Code/ID Account Number

OR, a cheque will be generated in the absence of appropriate documentation

Signature (Employee)

Date

The personal data requested on this form is used solely for purposes of Identification for Payroll and Company Human Resources records and will not be given to a third party without your consent. The Emergency Contact Information will only be used if it is necessary to get in touch with someone in case of an emergency.

Check your current payroll schedule for payroll deadline dates.