

## 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 \***

---

<b>Employment Type *</b>	<b>Full-Time</b>	<b>Part-Time</b>
--------------------------	------------------	------------------

---

<b>Salary Type *</b>	<b>Annual</b>	<b>Hourly</b>
----------------------	---------------	---------------

---

<b>Salary Amount \$ *</b>	<b>\$ /Year</b>	<b>\$ /Hour</b>
---------------------------	-----------------	-----------------

---

**How Many Hours A Week \***

---

<b>Payment Frequency *</b>	<b>Monthly</b>	<b>Semi-Monthly</b>	<b>Bi-Weekly</b>
----------------------------	----------------	---------------------	------------------

---

**T4 #2 (If Request 2)**

**Year Request**

---

**Address**

---

**Client Company Name**

---

**Company Address**

---

**Employee's Working Started Date**

---

<b>Employment Type</b>	<b>Full-Time</b>	<b>Part-Time</b>
------------------------	------------------	------------------

---

<b>Salary Type</b>	<b>Annual</b>	<b>Hourly</b>
--------------------	---------------	---------------

---

<b>Salary Amount \$</b>	<b>\$ /Year</b>	<b>\$ /Hour</b>
-------------------------	-----------------	-----------------

---

**How Many Hours A Week**

---

<b>Payment Frequency</b>	<b>Monthly</b>	<b>Semi-Monthly</b>	<b>Bi-Weekly</b>
--------------------------	----------------	---------------------	------------------

---

---

## **ADDITIONAL INFORMATION**

**Additional Notes (Any Special Note or Instructions)**

---

**PLEASE FILL & SIGN THE ABOVE FORM, SUBMIT ALONG WITH 2 IDS AT [WWW.DOC-SEARCH.NET](http://WWW.DOC-SEARCH.NET)**