



Welcome to Ipsos North America!

INTERNATIONAL TRANSFER GUIDE

This document provides answers to Frequently Asked Questions for employees who move internationally. If you have any additional questions or require clarification on the below information, please reach out to our HR team at HRNAResourceCenter@ipsos.com.

Social Insurance Number

- ☐ Have you applied for your Social Insurance Number yet?
 - You will need to visit the nearest Service Canada office when you arrive in Canada to apply for a SIN and bring with you all necessary IDs and paperwork. You can find more information on their website (<https://www.canada.ca/en/employment-social-development/services/sin.html>).

Bank Account

- ☐ In order to set up a direct deposit for your pay checks, you will need to open a bank account. Most banks will allow you to open accounts prior to you receiving your Canadian SIN. You will need to provide a completed form to set up direct deposit with the Payroll department. This form is located on the Intranet under http://intranet.na.ipsos/humanresources/Public/Direct_Deposit_2014.pdf.

Tax Forms

- ☐ As a Company, Ipsos cannot provide tax related advice. If you require assistance with completing Canadian tax forms, please seek counsel from an accountant or tax consultant.