

# ADD AN EMPLOYEE

## GENERAL INFORMATION

**Company Name:** \_\_\_\_\_

Employee Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Address 2: \_\_\_\_\_ SSN: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Gender: \_\_\_\_\_

Email Address: (optional - to access paystubs online)

W-4 (Federal Withholding Election):

Complete and attach W4

State Withholding Election (If Applicable):

Complete and attach state income tax withholding form (if applicable)

State: \_\_\_\_\_

## PAYROLL

How often will you get paid: \_\_\_\_\_

How Much: \$ \_\_\_\_\_ PER \_\_\_\_\_

How are you paid: \_\_\_\_\_ HOURLY/SALARY \_\_\_\_\_

How will you receive payment:

Direct Deposit

Your employer will pay you with cash or check

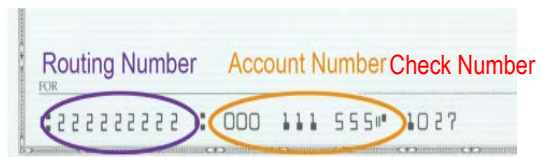
If Direct Deposit is checked fill out form below or staple a voided check to form.

Account Type:      Checking      Savings

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_



Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_