

# ADD AN EMPLOYEE

## GENERAL INFORMATION

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

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

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

City, State, Zip: \_\_\_\_\_ SSN: \_\_\_\_\_

Email Address: (optional) \_\_\_\_\_ Gender: \_\_\_\_\_

Substitute W-4 (Federal Withholding Election): Choose one

Exempt

Single and \_\_\_ dependants (including self)

Married and \_\_\_ dependants (including self)

Married filing separate and \_\_\_ dependants (including self)

Substitute A-4 (AZ Withholding Election): Choose one

Exempt    0.8%    1.3%    1.8%    2.7%    3.6%    4.2%    5.1%

Additional Federal withholdings, if any \$ \_\_\_\_\_

Additional Arizona withholdings, if any \$ \_\_\_\_\_

## 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: \_\_\_\_\_