



EMPLOYEE INFORMATION INFORMATION

EMPLOYEE DEMOGRAPHIC INFORMATION
 Employee ID _____
 EIN/SSN # _____
 First Name _____
 Middle Initial _____
 Last Name _____
 TAXING (HOME) ADDRESS:
 Address _____

 City _____ State _____ Zip _____
 MAILING ADDRESS: (if different from Taxing Address)
 Address _____

 City _____ State _____ Zip _____
 ADDITIONAL ADDRESS INFORMATION:
 County _____ School District _____
 Municipality _____
 PHONE, EMAIL and PAYROLL INFORMATION
 Home Phone _____ Mobile Phone _____
 Email _____
 Payroll Schedule _____
 Location(s)/Department(s) _____

EMPLOYMENT/PERSONAL

Hire Date: _____ Last Raise Date: _____
 Job Title _____
 Birth Date: _____ Gender _____ Race: _____
 Family of Owner: ___ Officer: ___ Seasonal: ___

PAYROLL ITEMS/ACCRUABLE BENEFITS

Pay Item(s):	Rate/Salary Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Deduction Item(s):	Amount or %:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Accrual Item(s):	Accrual Details:
_____	_____
_____	_____

Place Additional Pay/Deduction/Accrual Items on Back

PAYROLL TAX INFORMATION

Federal
 Form W-4 Attached (Required): _____ Filing Status: _____ Add'l Amount or %: _____
 Fixed Amount or %: _____ Federal Tax Exempt: _____ EIC Advance: _____
State(s): _____
 State(s) W4 Attached (Required): _____
 State Withholding Information: _____

DIRECT DEPOSIT INFORMATION

Direct Deposit: Yes _____ No _____ Attach Voided Check (Checking Acct)
 Bank Name: _____
 Bank Account # _____ Bank Routing # _____
 Amount or % for this Account (Default is 100%): _____ Checking/Savings (Circle One)
 For More than 1 Direct Deposit Account, put information from above on back

