



**COMPANY NAME:** \_\_\_\_\_

**NEW HIRE INFORMATION**

**\* INDICATES REQUIRED INFORMATION**

**\*NAME:** \_\_\_\_\_

**\*ADDRESS:** \_\_\_\_\_

**\*CITY:** \_\_\_\_\_

**\*STATE:** \_\_\_\_\_

**\*ZIP CODE:** \_\_\_\_\_

**\*SOCIAL SECURITY NUMBER:** \_\_\_\_\_

EMP. NO.: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_

DEPT.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

**\*TAX STATUS :**

M \_\_\_\_\_

S \_\_\_\_\_

**\*CT FILING OPTIONS:**

A

B

C

D

E

F

FEDERAL ALLOWANCES: \_\_\_\_\_

FED ADDITIONAL WITHHOLDINGS

AMT: \_\_\_\_\_

STATE ADDITIONAL WITHHOLDINGS

AMT: \_\_\_\_\_

PAY FREQ.:

WEEKLY

BIWEEKLY

SEMI-MONTHLY

MONTHLY

SALARY AMOUNT: \$ \_\_\_\_\_

ANNUAL

OR

PER PAYROLL

RATE

REG.

\$ Per/Hour

\_\_\_\_\_

OT

\$ Per/Hour

\_\_\_\_\_

OTHER

\_\_\_\_\_

DEDUCTIONS

401K / IRA PERCENT \_\_\_\_\_

OR

FIXED AMOUNT \_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_