

EMPLOYEE INFORMATION FORM

Please fill out all required fields below. You must also complete these additional forms: I-9, Federal W-4 and State W-4.

Please fill out all required fields below.

You must also complete these additional forms: I-9, Federal W-4 and State W-4.

BASIC INFORMATION

First Name *

MI

Last Name *

Address 1 *

City *

Address 2

State *

Zip *

Email Address

Date of Hire *

Date of Birth *

DEDUCTIONS

Deduction Name

Amount Per Pay Period

Social Security Number *

\$.

\$.

DIRECT DEPOSIT INFORMATION

Bank Routing Number *

Bank Routing Number

Bank Account Number *

Bank Account Number

Account Type (check one) *

Checking Savings

Account Type (check one)

Checking Savings

Direct Deposit Distribution (check one) *

Full Amount Partial \$. Partial % .

Direct Deposit Distribution (check one)

Full Amount Partial \$. Partial % .

EMPLOYER USE ONLY: Employee Rate of Pay \$ _____

