



**PLEASE WRITE CLEARLY**

**NEW HIRE**

**RE-HIRE**

**CHANGE ONLY**

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

**Employee #** \_\_\_\_\_ **Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **M.** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Address** \_\_\_\_\_

**Zip Code** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Federal Tax Filing Status (from W-4):**

- Single and Line 5 exemptions \_\_\_\_\_
- Married and Line 5 exemptions \_\_\_\_\_
- Line 6-Additional amount \_\_\_\_\_
- Line 7-Exempt \_\_\_\_\_

**State Tax Filing Status:**

- Single and # of exemptions \_\_\_\_\_
- Married and # of exemptions \_\_\_\_\_
- State Letter \_\_\_\_\_
- State Tax additional allowance \_\_\_\_\_
- State Tax additional amount or Exempt \_\_\_\_\_

**Branch** \_\_\_\_\_ **Department** \_\_\_\_\_ **Hire Date** \_\_\_\_\_

**Birth Date** \_\_\_\_\_ **Gender:**  Female  Male

**Pay Rate:** Hourly Rate \_\_\_\_\_ Daily Rate \_\_\_\_\_ Shift Rate \_\_\_\_\_ Salary \$ \_\_\_\_\_

**Pay Frequency:**  Weekly  Bi-Weekly  Semi-Monthly  Monthly

**Workers' Comp Code** \_\_\_\_\_  **1099 Sub-Contractor**  **Supervisor**  
(Required if on PayDay pay-as-you-go)

**Special Recurring Earnings:** \_\_\_\_\_

**Special Recurring Deductions:** \_\_\_\_\_

**Time Off Accruals:** \_\_\_\_\_

**Other Instructions:**