



A more human resource.™



Employee Information Form

* Denotes required field

First Name *

MI

Last Name *

Address 1 *

Gender *

☐ Male☐ Female

Address 2

City *

State *

Zip *

Social Security Number *

Date of Birth *

Date of Hire *

Email Address

Pay Rate (check one) *

☐ Hourly ☒ Salary

Amount *

Tax Status (check one) *

☐ W-2 ☒ 1099

Pay Frequency (check one) *

☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☒ Monthly ☐ Quarterly

Federal Filing Status (check one) *

☐ Single ☐ Married ☐ Married - at Higher Single Rate

Allowances

Additional Federal Withholdings (check one) *

☐ Additional Amount Withheld ☐ Flat \$ Amount
☐ Additional % Withheld ☐ Flat % Amount

State Filing Status (check one) *

☐ Same as Federal ☐ Single ☐ Married ☐ Married - at Higher Single Rate

Allowances

Additional State Withholdings (check one) *

☐ Additional Amount Withheld ☐ Flat \$ Amount
☐ Additional % Withheld ☐ Flat % Amount

Direct Deposit Information

Bank Routing # *

Bank Account # *

Account Type (check one) *

☐ Checking ☐ Savings

Deposit Amount (check one) *

☐ Full Amount ☐ Partial \$
☐ Partial %

Bank Routing #

Bank Account #

Account Type (check one)

☐ Checking ☐ Savings

Deposit Amount (check one)

☐ Remainder ☐ Partial \$
☐ Partial %

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