



Let Us Solve Your Payroll Puzzle

NEW EMPLOYEE WORKSHEET

Company: _____ DBA: _____

EMPLOYEE INFORMATION (Please write clearly):

Hire Date: _____

Name: _____

Mailing Address: _____

City _____ ST _____ ZIP _____

Income State _____

S.S. #: _____ - _____ - _____

Marital Status: _____ (Line 3 on W-4)

Number of allowances: _____ (Line 5 on W-4) **** If claiming more than 10 or Exempt please send a copy of W-4 with payroll.**

Additional amount, if any, you want to be withheld from each paycheck \$ _____

This employee works:

Full-Time

Part-Time

This employee is:

Hourly Rate 1- \$ _____ /Hour

2- \$ _____ /Hour

3- \$ _____ /Hour

Salary \$ _____ /Year

Department, if applicable _____

Worker's Comp Code, if applicable _____

*** All new-hire and direct deposit enrollments should be sent with time sheets on the day payroll information is due.