

NEW HIRE PAYROLL REGISTRATION FORM

Complete all sections to establish your payroll record and direct deposit options.

1. PERSONAL INFORMATION

FIRST NAME

MIDDLE INITIAL

LAST NAME

SOCIAL SECURITY NUMBER (SSN)

DATE OF BIRTH

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

PERSONAL EMAIL ADDRESS

2. EMPLOYMENT DETAILS

EMPLOYEE ID

JOB TITLE

DEPARTMENT

HIRE DATE / START DATE

EMPLOYMENT STATUS

- FULL-TIME
 PART-TIME
PAY TYPE
 SALARY
 HOURLY

3. FEDERAL TAX WITHHOLDING INFORMATION

FEDERAL FILING STATUS

EXTRA WITHHOLDING AMOUNT (IF ANY)

Enter additional amount you want withheld from each paycheck.

TWO JOBS / MULTIPLE JOBS (CHECK IF YOU HOLD MORE THAN ONE JOB OR ARE MARRIED FILING JOINTLY AND SPOUSE WORKS)

4. DIRECT DEPOSIT INFORMATION

BANK NAME

ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER

ACCOUNT TYPE

CHECKING

SAVINGS
DEPOSIT ALLOCATION (%)

Specify percentage or "Remaining Balance" for this account.

5. AUTHORIZATION & SIGNATURE

I hereby authorize my employer to deposit my net pay into the financial institution(s) indicated above. I understand that my employer may adjust any overdeposition or deposit error by reversing transaction(s) from my account(s). This authorization is to remain in effect until the employer receives written notification from me of its termination.

EMPLOYEE ELECTRONIC SIGNATURE

DATE

SUBMIT REGISTRATION