

SALARY AND TAX DETAILS FORM

New Hire Payroll Setup

1. EMPLOYEE PERSONAL INFORMATION

FIRST NAME

LAST NAME

SOCIAL SECURITY NUMBER / TAX ID

DATE OF BIRTH

HOME ADDRESS

2. EMPLOYMENT INFORMATION

EMPLOYEE ID (HR USE ONLY)

EMPLOYMENT START DATE

JOB TITLE

DEPARTMENT

3. COMPENSATION DETAILS

BASE SALARY / PAY RATE

PAY BASIS

PAY FREQUENCY

EMPLOYMENT STATUS

- FULL-TIME
 PART-TIME

4. TAX WITHHOLDING INFORMATION

FEDERAL FILING STATUS

MULTIPLE JOBS / SPOUSE WORKS

- YES

NO

CLAIM DEPENDENTS AMOUNT (\$)

OTHER INCOME (\$)

DEDUCTIONS (\$)

EXTRA WITHHOLDING PER PAY PERIOD (\$)

5. DIRECT DEPOSIT INFORMATION

BANK NAME

ACCOUNT TYPE

ROUTING TRANSIT NUMBER

ACCOUNT NUMBER

6. AUTHORIZATION & SIGNATURES

I hereby authorize the Employer to deposit my net pay directly into the bank account indicated above. I also authorize the Employer to adjust any overpayment or incorrect deposit made to my account. I certify that the tax withholding choices selected above are true and accurate.

EMPLOYEE SIGNATURE

DATE

AUTHORIZED HR/ PAYROLL REPRESENTATIVE SIGNATURE

DATE