

PAYROLL TEMPLATE

New Hire Setup (Direct Deposit & Tax Withholding)

1. EMPLOYEE INFORMATION

FULL LEGAL NAME

SOCIAL SECURITY NUMBER (SSN)

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

DATE OF BIRTH

2. TAX WITHHOLDING SETUP (FEDERAL W-4)

Complete this section to set up your federal income tax withholding. For detailed instructions, please refer to the IRS Form W-4.

FEDERAL FILING STATUS

- SINGLE / MARRIED FILING SEPARATELY
 MARRIED FILING JOINTLY
 HEAD OF HOUSEHOLD

MULTIPLE JOBS / SPOUSE WORKS

YES, SELECT IF APPLICABLE

CLAIM DEPENDENTS (TOTAL AMOUNT \$)

OTHER INCOME (ANNUAL \$)

DEDUCTIONS (ANNUAL \$)

EXTRA WITHHOLDING (PER PAY PERIOD \$)

STATE OF TAX RESIDENCE

STATE FILING STATUS / ALLOWANCES

3. DIRECT DEPOSIT AUTHORIZATION

You may distribute your net pay into up to two separate accounts. Please ensure details are accurate to avoid payment delays.

| Priority | Bank Name | Routing Number (9 Digits) | Account Number | Type | Amount / % |
|---------------|-----------|---------------------------|----------------|--------------------------|------------|
| Primary (1) | | | | <input type="checkbox"/> | |
| Secondary (2) | | | | <input type="checkbox"/> | |

4. AUTHORIZATION & SIGNATURE

I hereby authorize my employer to deposit my net pay directly into the financial institution(s) and account(s) listed above. If funds to which I am not entitled are deposited, I authorize my employer to direct the financial institution to return them. I understand that my tax withholding selections will remain in effect until I submit a revised form. I certify that all information provided on this form is true, accurate, and complete.

Employee Signature

Date

Employer Representative Signature (Internal Use Only)

Date Processed