

NEW EMPLOYEE PAYROLL PROFILE SHEET

Payroll Setup & Direct Deposit Authorization

1. EMPLOYEE PERSONAL INFORMATION

Full Name:

Street Address:

City, State, Zip:

Phone Number:

Email Address:

Date of Birth:

SSN:

2. EMPLOYMENT & COMPENSATION DETAILS

Job Title:

Department:

Hire Date:

FLSA Status:

Exempt Non-Exempt

Pay Type:

Hourly Salary

Pay Rate (\$):

Pay Frequency:

Weekly Bi-Weekly Semi-Monthly Monthly

3. TAX WITHHOLDING INFORMATION

Federal Filing Status:

Single / Married Filing Separately Married Filing Jointly Head of Household

Multiple Jobs / Spouse Works:

Yes No

Claim Dependents (\$):

Other Income (\$):

Deductions (\$):

Extra Withholding (\$):

State Filing Status:

4. DIRECT DEPOSIT AUTHORIZATION

Bank Name:

Account Type:

Checking Savings

Routing Number:

Account Number:

5. AUTHORIZATION

I hereby authorize the Employer to deposit my net pay into the financial institution and account number indicated above. In the event that funds are deposited in error, I authorize the Employer to initiate correction (debit) entries to rectify the error. This authorization is to remain in full force and effect until the Employer has received written notification from me of its termination.

Employee
Signature:

Date:

FOR HR / PAYROLL OFFICE USE ONLY

Processed By:

Date Processed:

Employee ID:

Payroll Cycle Start: