

# EMPLOYEE PAYROLL SETUP FORM

New Hire Information & Direct Deposit Authorization

## Employee Information

FIRST NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

SOCIAL SECURITY NUMBER (SSN)

DATE OF BIRTH

PHONE NUMBER

EMAIL ADDRESS

## Employment & Tax Details

HIRE / START DATE

JOB TITLE

DEPARTMENT

FEDERAL FILING STATUS

## Direct Deposit Authorization

BANK NAME

ACCOUNT TYPE

CHECKING  SAVINGS

ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER

I AUTHORIZE THE COMPANY TO DEPOSIT MY NET PAY INTO THE ACCOUNT SPECIFIED ABOVE

---

Employee Signature

---

Date

## Internal HR / Payroll Use Only

EMPLOYEE ID

PAY RATE / SALARY

PAY FREQUENCY

---

Authorized HR/Payroll Signature

---

Date Processed

Please return this completed form to the Human Resources or Payroll Department.