

PAYROLL ENROLLMENT FORM

New Hire Setup Template

1. EMPLOYEE PERSONAL INFORMATION

Full Legal Name (Last, First, Middle)

Social Security Number (SSN)

Home Address (Street, Apt/Suite)

City

State

ZIP Code

Date of Birth

Phone Number

Email Address

2. EMPLOYMENT & POSITION DETAILS

Employee ID

Job Title

Department

Hire Date

Employment Type

Pay Basis

Standard Hours Per Pay Period

Pay Frequency

Rate of Pay (\$)

3. TAX WITHHOLDING INFORMATION

Please attach completed federal Form W-4 and state equivalent withholding forms.

Federal Filing Status

Multiple Jobs / Spouse Works

Yes

Claim Dependents Amount (\$)

Other Income (\$)

Deductions (\$)

Extra Withholding Amount (\$)

4. DIRECT DEPOSIT AUTHORIZATION

Account Type	Routing Transit Number (9 Digits)	Account Number	Bank Name	Deposit Amount / %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. AUTHORIZATION SIGNATURES

I hereby authorize the Employer to deposit my net pay into the financial institution(s) indicated above. I also authorize the financial institution(s) to accept such deposits and to make corrections of any entries made in error to my account.

Employee Signature

Date

HR/ Payroll Representative Signature

Date

Instructions for Submission: Please attach a voided check for each checking account designated above to ensure accurate routing. Return this completed and signed form, along with W-4 and state tax withholding forms, to the Human Resources or Payroll Department prior to your first scheduled pay date.