

# 2 Employee Setup Form

Fax to 781.851.8491



Questions? Call 302-494-0075

## Employee Information - Complete one form per employee paid in the current year (Please include terminated & inactive)

**Company Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
(Legal Name on Social Security Card)

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number (Optional):** \_\_\_\_\_ **Gender:**  Male  Female

**Social Security #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Hire Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Employee Type:**  Full Time  Temporary  1099  Part Time

**Employee Status:**  Active  Terminated  New Hire  Inactive

### Select Employee Type (Salary or Hourly)

**Salary Rate:** \$ \_\_\_\_\_ **Annually** **Overtime Rate?** \$ \_\_\_\_\_ **Per Hour**

**Hourly Rate:** \$ \_\_\_\_\_ **Per Hour** **Other Rate?** \$ \_\_\_\_\_ **Per Hour**

<b>Deductions:</b>	Name (Medical, Dental, 401(k), etc.)	How Often
	\$	
	\$	
	\$	

<b>Additional Earnings:</b>	Name (Bonus, Auto, etc.)	How Often
	\$	
	\$	
	\$	

**Federal Tax Info:** Filing Status  Single  Married  Head of Household  
(Get From W-4)

Allowances: \_\_\_\_\_ Additional Withholding Amount [\$ or %]: \_\_\_\_\_

**State Tax Info:** Income Tax Filing State: \_\_\_\_\_ Unemployment Filing State: \_\_\_\_\_  
(Get From State-4)

Filing Status:  Single  Married  Head of Household  Other

Allowances: \_\_\_\_\_ Add'l Withholding [\$ or %]: \_\_\_\_\_ Flat Withholding [\$]: \_\_\_\_\_

**Local Taxes:** Authority Name: \_\_\_\_\_

If the employee moved within the current calendar year, while employed by you, please check here

### DIRECT DEPOSIT(S):

To activate Direct Deposit, please complete. (We'll create a check if blank)



Account Type	Write in \$ amount or "net pay"	Routing Number (9 digits)	Account Number	Bank Name
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				

Any "remainder" will be paid by check.