

New Hire/ Payroll Change Form

INSTRUCTIONS: complete the employee section only and return to your employer with a voided check and completed W-4

EMPLOYEE SECTION

_____	_____	_____	
First Name	Middle Int	Last Name	
_____	_____	_____	
Phone Number		Email Address	
_____	_____	_____	
Social Security Number		Date of Birth	
_____	_____	_____	_____
Address	City	State	Zip Code

Filing Status : Single Married Gender: Male Female

Race: American Indian/Alaskan Asian Black/African American Hispanic/Latino
 White/Caucasian Two or more race Other _____

Withholding Allowance: _____ Additional Withholding: Fed. \$ _____ St. \$ _____

Deduction: Type _____ Amount \$ _____ Start Date _____

Deduction: Type _____ Amount \$ _____ Start Date _____

Direct Deposit Account Type: CHECKING SAVING

Bank Name & Routing Number: _____

Bank Account Number: _____

EMPLOYER SECTION

Job Status : Part Time Full Time Hire Date : _____

Job Title: _____ Hourly Rate: \$ _____ /hour OR \$ _____ Salary

Job Location: _____ Date: _____