

EMPLOYEE INFORMATION

Employee # _____

Department # _____

First Name, Middle Initial _____

Last Name _____

Address _____

City _____

State _____

SS # _____

Hire Date _____

Termination Date _____

Other _____

Other _____

PAY INFORMATION

Pay Frequency 12 _____ 24 _____ 26 _____ 52 _____ Other _____

Hourly Rate _____

Salary Rate _____

Earnings / Deductions (per payroll) _____

TAX INFORMATION

Federal / State Withholding _____

Married _____ Single _____ No. of Exemptions _____

DIRECT DEPOSIT INFORMATION

Bank _____

Routing / Transit # _____

Account # _____

Checking _____ Savings _____

Amount (% or \$) _____

Please note your first 2 (two) paychecks will be in the form of an actual check.

Please attach a VOIDED CHECK here.