

NEW HIRE INFORMATION

Company Code: _____ **Company Name:** _____

Division: _____ **Department:** _____ **Date of Hire:** _____

First Name: _____ **M.I.** _____ **Last Name:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Soc Sec #: _____ **Sex:** _____ **Salary per period:** _____

Rate 1: _____ **Rate 2:** _____ **Rate 3:** _____

Employee Taxes

Federal: _____ **Single** _____ **Married** _____ **#of Exemptions** _____

State: _____ **Single** _____ **Married** _____ **#of Exemptions** _____

Local Taxes: _____

Additional Employee Taxes

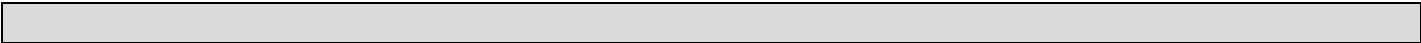
Flat – will override all tax calculations and withhold only amount indicated below.

Additional – will calculate taxes and withhold the additional amount indicated below.

Federal: _____ **Flat** _____ **Additional** _____ **%** _____ **\$\$** _____

State: _____ **Flat** _____ **Additional** _____ **%** _____ **\$\$** _____

HOURS THIS PAYROLL _____ **TIPS THIS PAYROLL** _____



Division: _____ **Department:** _____ **Date of Hire:** _____

First Name: _____ **M.I.** _____ **Last Name:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Soc Sec #: _____ **Sex:** _____ **Salary per period:** _____

Rate 1: _____ **Rate 2:** _____ **Rate 3:** _____

Employee Taxes

Federal: _____ **Single** _____ **Married** _____ **#of Exemptions** _____

State: _____ **Single** _____ **Married** _____ **#of Exemptions** _____

Additional Employee Taxes

Flat – will override all tax calculations and withhold only amount indicated below.

Additional – will calculate taxes and withhold the additional amount indicated below.

Federal: _____ **Flat** _____ **Additional** _____ **%** _____ **\$\$** _____

State: _____ **Flat** _____ **Additional** _____ **%** _____ **\$\$** _____

HOURS THIS PAYROLL _____ **TIPS THIS PAYROLL** _____