



Company Name: _____

PLEASE WRITE LEGIBLE

Name: _____ MI: _____ Last Name: _____

SS#: _____ - _____ - _____

Address: _____

City, State, Zip: _____

DOB (MM/DD/YYYY): _____ / _____ / _____

Job Classification: _____

Department: _____

Hourly Rate: \$ _____ Salary Rate: \$ _____

Hired Date (MM/DD/YYYY): _____ / _____ / _____

Marital Status: Married: _____ Single: _____

Allowances: 0: _____ 1: _____ 2: _____ 3: _____ 4: _____ 5: _____

Other: _____

Additional Withholding: \$ _____

Signature: _____ DATE: _____

Employee Email Address: _____

Please use this form for new hires and to update current employees.