

Employee Data Sheet

Company Name _____ Company Code _____

S.S.# _____	Date of Birth _____
Name _____	
<div style="display: flex; justify-content: space-around;"> <i>First</i> <i>Middle I.</i> <i>Last</i> </div>	
Address _____	
City _____	State _____ Zip _____
E-Mail _____	Gender _____

<p>Date of Hire _____</p> <p>Rate of Pay _____ ___ Hourly ___ Salary</p> <p>Direct Deposit _____ yes <i>(Attach Direct Deposit Authorization form and Voided Check)</i></p> <p style="margin-left: 20px;">_____ no</p> <p>___ Part Time</p> <p>___ Full Time</p>	<p><u>Federal Withholding from 2020 W4</u></p> <p>Step 1 c</p> <p>___ Single or Married filing separately</p> <p>___ Married filing jointly</p> <p>___ Head of Household</p> <p>Step 2(c) checked? ___ yes ___ no</p> <p>Step 3 Line 3 \$ _____</p> <p>Step 4</p> <p>4(a) \$ _____</p> <p>4(b) \$ _____</p> <p>4(c) \$ _____</p> <p>**If state withholding tax is applicable, please send in proper state withholding form.</p>
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