



Employee Data Sheet

Company Name _____ Company Code _____

S.S.# _____ Date of Birth _____

Name _____
First Middle I. Last

Address _____

City _____ State _____ Zip _____

E-Mail _____ Gender _____

<p>Date of Hire _____</p> <p>Rate of Pay _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Salary</p> <p>Direct Deposit <input type="checkbox"/> yes <small>(Attach Direct Deposit Authorization form and Voided Check)</small> <input type="checkbox"/> no</p> <p><input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> Full Time</p>	<p>Federal Withholding from W4</p> <p>Step 1 c</p> <p><input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly <input type="checkbox"/> Head of Household</p> <p>Step 2(c) checked? <input type="checkbox"/> yes <input type="checkbox"/> 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><small>**If state withholding tax is applicable, please send in proper state withholding form.</small></p>
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