

## PAYROLL CLIENT EMPLOYEE SETUP FORM

Company Name: \_\_\_\_\_

### REQUIRED FORMS

☐ Direct Deposit Form    ☐ W-4    ☐ I-9

### EMPLOYEE INFORMATION (Employee fills out)

Company Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender Male ☐ Female ☐

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Direct Deposit ☐ Hard Check ☐

Hire Date: \_\_\_\_\_ Job Title \_\_\_\_\_

### PAYROLL ITEMS/ACCRUABLE BENEFITS (Employer fill out)

Pay Item(s):	Rate/Salary Amount:
_____	_____
_____	_____
_____	_____
Deduction Item(s):	Amount or %:
_____	_____
_____	_____
_____	_____