

New Hire Form

Instructions: Enter the basic information on your newly hired employee.

Form should be submitted to Whittle Strategic Accounting via secure portal within 2 business days of hire date.

Employer Name

Employer Name

Name & Residential Address

Employee Name

First Name and Middle Initial

Last Name

Address

Street

Unit #

City

State

Zip

County Worked

County Lived

Social Security Number

☐ Male

☐ Female

Email Address

Pay Type & Hire Date

Employee is paid:

☐ Hourly

☐ Salary

Birth Date & Hired Date

Birth Date

Hired Date

Employee Type

☐ Full Time

☐ Part Time

☐ Temporary

Active Status

☐ New Hire

Employee Status

☐ Exempt (not subject to overtime pay)

☐ Nonexempt (subject to overtime pay)

See Exempt vs Nonexempt Employee Form or contact your attorney for guidance

Direct Deposit Information

Bank Name	Checking/Savings	Routing Number	Account Number	% or \$ Amt

Wage & Tax Information

Wages

☐ \$/hour ☐ \$/year

Regular Pay

Other Compensation :

☐ \$/hour ☐ \$/year

Federal Tax Information

☐ Married

☐ Single

☐ Head of Household

☐ Other:

Filing Status

Allowances

\$

Additional Withholding Amount

State Tax Information

☐ Married

☐ Single

☐ Head of Household

☐ Other:

Filing Status

Allowances

\$

Additional Withholding Amount

Payroll Deductions

Deduction Name (ex. Health Insurance)	Deduction Type (ex. Insurance)	Pre-Tax or Post-Tax?

Submitted by:

Client Representative Signature:

Client Representative Printed Name:

Date: