



PREMIER PAYROLL & HR SOLUTIONS

1320 Medical Park Dr. Fort Wayne, IN 46825 (260) 471-4661 FAX (260) 482-8262

New Hire - Status Change Notice

New Employees: Complete information in full

Changes: Complete only name and the information that has changed

Company Name _____ **Date** _____

Employee Name: _____

Address: _____
Street City State Zip Code

Email Address: _____

Social Security # _____ Department _____

Hourly Rate: _____ Salary: _____

Birth Date: _____

Start Date: _____ Termination Date: _____

Status: Full-time: _____ Part-time: _____

M = Married, S = Single: _____

of Allowances Claimed: Federal _____

of Exemptions Claimed: State _____

Additional Withholding (\$): Federal _____

State _____