

# Firehouse Payroll New Hire Form

Employer Name: \_\_\_\_\_

Hire Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Employment Category (Circle One):      Full-Time      Part-Time      Other  
If other, please explain: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ \* [Required for employees with benefits]

Email Address: \_\_\_\_\_  
\* [Required for employees using Employee Self-Service]

Type of Pay (Circle One):      Hourly      Salary      1099

Rate of Pay: \$ \_\_\_\_\_ per \_\_\_\_\_  
\* [If there are multiple rates of pay please provide a list of those rates]

Work Location\* (If there are multiple work locations): \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

Deductions:

Name of Deduction	Amount	Frequency

\*If there is a garnishment, we need a copy of all pages of the garnishment order.

*AUTHORIZATION AGREEMENT FOR  
AUTOMATIC DEPOSITS (CREDITS)*

Employer Name: \_\_\_\_\_

Employer ID#: \_\_\_\_\_

I hereby authorize my employer to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account listed below.

Name of Bank, Savings & Loan, or Credit Union	
Routing and Transit Number	
Account Number	

Type of Account (Please Circle One):

Checking

Savings

Deposit Amount:

Net Pay

\_\_\_\_\_ % of Net Pay

Fixed Amount \$ \_\_\_\_\_

This authority is to remain in full force and effect until EMPLOYER has received written notification from me of its termination in such time and manner as to afford EMPLOYER a reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Attach copy of voided check here.***

## Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

**Give Form W-4 to your employer.**

**Your withholding is subject to review by the IRS.**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial _____	Last name _____	(b) Social security number _____
	Address _____		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code _____		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . .

**TIP:** If you have self-employment income, see page 2.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 . . . . . \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .	<b>4(c)</b>	\$ _____

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

\_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.)

\_\_\_\_\_  
**Date**

<b>Employers Only</b>	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
-----------------------	-----------------------------------	--------------------------------	--