



## 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: \_\_\_\_\_

SS # \_\_\_\_\_ Dept/Job description \_\_\_\_\_

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 \_\_\_\_\_