**Name of employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SSN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**W4 provided (circle one):** Yes No

**I9 provided (circle one):** Yes No

**Employee will be paid (circle one):** Hourly Salary

**If hourly, the hourly pay is (please write clearly):** $\_\_.\_\_ an hour

**If salary, the annual pay is (please write clearly):** $\_\_\_\_,\_\_\_\_\_\_\_ a year

**Employee’s pay frequency is (circle one):**

Biweekly (26 pay periods a year)

Bimonthly (24 pay periods a year)

Weekly (52 pay periods a year)

Monthly (12 pay periods a year)

**We understand we have provided It’s Cents-Able Bookkeeping with the above information and it is correct to the best of our knowledge.**

Please sign and date:

Owner/Partner: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_