**COMPANY NAME/LOGO**

**PAYROLL EMPLOYEE PROFILE SETUP FORM**

Personal Info

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | |  |  | | |
| First | | MI | Last | | |  |  | | |
|  |  | |  | |  | |  | | |
| Social Security No. | Date of Birth | | Email | |  | | Phone | | |
|  | | | |  | | | |  |  |
| Address – Street/PO Box | | | | City | | | | State | Zip |
| \*If you are a resident of one state and work in another, what is your Living address in the state you work in? | | | | | | | | | |
|  | | | |  | | | |  |  |
| Address – Street/PO Box | | | | City | | | | State | Zip |

Withholdings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check if Received and Complete |  | If your state requires you to have withholding: | | |
| * W4 * Form I-9 * Form I-9 Documents Copied/Verified  1. Valid Driver’s License 2. Social Security Card  * State New Hire Reporting Form |  | * Single * Married * Married, but withhold at Single Rate * Exempt | | |
|  |  |  |  |
|  | Allowances | Additional | County Live In |
|  |  | |  |

Pay Info

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Salary/Hourly Rate |  | |  | | | Other Pay: | | | | |
| State Work In |  | |  | | | * Holiday * Truck Pay * Per Diem * Mileage | * Commission * Truck Rental * PTO | | * Other: | |
| Date of Hire |  | |  | | |
| Supervisor |  | | |  | |
| Job Title |  | | |  | |
|  | | | | | | | | | | |
| DIRECT DEPOSIT | Type | Amount | | | Routing: | | | Account: | |  |
| Account 1 |  |  | | |  | | |  | | * Form Received |
| Account 2 |  |  | | |  | | |  | | * Form Received |

Deductions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| INSURANCE | Start Date | Amount | Paperwork |  | Others Payable to | Amount | Paperwork |
| Medical |  |  |  |  |  |  |  |
| Dental |  |  |  |  |  |  |  |
| Vision |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |