



Employee Enrollment Form

(A form is required for each employee or person who will be paid such as owner)

Payee

Employee / payee: First name: _____ Last name: _____

Social Security Number: _____ / _____ / _____ DOB: ____ / ____ / _____

Email: _____ Phone Number: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Direct Deposit Information

Payee Bank Name (money will be direct deposited into this account): _____

Checking: ___ or Savings: _____

Dollar amount to be deposited: \$ _____ Weekly: ___ Bi-Weekly: _____

Or: Monthly: ___ and if monthly date deposit: _____ Or if twice a month then on: _____ & _____

Payee Bank Routing #: _____

Payee Bank Account #: _____

Filing Status and Withholdings

Married: _____ or Single: _____ or Head of Household: _____

Number of dependents: _____

Additional federal withholding: \$ _____ Additional State withholding: \$ _____

- You can send extra money to the IRS or state from each paycheck to hold for taxes that may be owed when you file your taxes. (As an example, if you withhold \$300 extra a check in federal taxes, that would be an extra $\$300 \times 26 = \7800 paid in federal tax.)