



| |
|--------------------|
| Client #: _____ |
| Client Name: _____ |

Employee Information Worksheet

1. **First Name:** _____
2. **Middle Initial:** _____
3. **Last Name:** _____
4. **Street Address:** _____
5. **City:** _____
6. **State:** _____
7. **Zip Code:** _____
8. **Department:** _____ **Paygroup:** _____ (if applicable)
9. **Social Security Number:** _____ - _____ - _____
10. **Birth Date:** ____/____/____
11. **Date of Hire:** ____/____/____
12. **Status Type:** Full Time or Part Time
13. **Employee Number:** _____ (if applicable, not required)
14. **Marital Filing Status:** Married _____ Single _____
15. **Number of Exemptions:** Federal _____ State _____ Local _____
16. **Additional Withholding \$ or %:** Federal _____ State _____ Local _____
17. **Work-In State:** _____ (needed to verify correct unemployment state)
18. **Pay Rate:** Hourly _____ or Salary _____
- Effective Date:** ____/____/____
- Pay Rate Description:** _____

- Pay Rate #2:** Hourly _____ or Salary _____
- Effective Date:** ____/____/____
- Pay Rate Description:** _____

Direct Deposit – Bank Information (if applicable)

| | |
|--|--|
| <input type="checkbox"/> Savings or <input type="checkbox"/> Checking Bank Name: _____ Routing #: _____ Account #: _____ Dollar Amount / % of pay: _____ | <input type="checkbox"/> Savings or <input type="checkbox"/> Checking Bank Name: _____ Routing #: _____ Account #: _____ Dollar Amount / % of pay: _____ |
|--|--|