**New Hire Payroll Form**

# Employee information

| **Full name** |  |
| --- | --- |
| **Date of birth** |  |
| **Social Security Number (SSN)** |  |
| **Home address***(include City, Zip, and State)* |  |
| **Phone number** |  |
| **Email** |  |
| **Start date** |  |
| **Job position** |  |
| **Manager** |  |

# Payroll and compensation details

| **Employment type** |
| --- |
|  *␧* Full-time *␧* Part-time |  *␧* Temporary  *␧* Contract |
| **Pay type** |  |
|  *␧* Hourly  |  *␧* Salary |
| **Overtime eligibility** |
|  *␧* Yes |  *␧* No |
| **Shift differential pay (if applicable)** |
|  *␧* Yes  |  *␧* No |

# Direct deposit information

*(Attach direct deposit authorization form, if required)*

| **Primary bank name** |  |
| --- | --- |
| **Routing number** |  |
| **Account number**  |  |
| **Account type** |  *␧* Savings *␧* Checking |
| **Secondary account (if applicable)** |
| **Bank name** |  |
| **Routing number** |  |
| **Account number** |  |
| **Deposit amount or percentage** |  |

# Tax and payroll deductions

*(Attach applicable and completed tax forms)*

| **Federal tax filing status** |
| --- |
|  *␧* Single  *␧* Married |  *␧* Head of household |
| **Additional federal withholding*****(if requested)*** |  |
| **State tax withholding form submitted?**  |  *␧* Yes *␧* No (Not required in state) |
| **Other payroll deductions** |
|  *␧* Health insurance *␧* 401(k) / retirement |  *␧* Union dues *␧* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#

# Employer use only

| **Employee entered in payroll system** |  *␧* Yes - (date) *␧* No (pending) |
| --- | --- |
| **Timekeeping system set up** | *␧* Yes - (employee ID no.) *␧* No (pending) |
| **Payroll verification** |
| *HR name and signature* | *Date* |
| **Payroll approval** |
| *Payroll representative name and signature* | *Date* |