



EMPLOYEE PAYROLL SETUP AND UPDATE FORM

Employer: _____

Date Submitted: _____

BASIC INFORMATION

First Name _____ M.I. _____ Last Name _____ Hire Date _____

Last Name _____ D.O.B _____ Termination Date _____

Address _____ Change Date _____

City _____ State _____ Zip Code _____

SSN _____ E-mail _____

Married Male Location _____

Single Female Department _____

PAYROLL ITEMS

PAY TYPE: (select one): Salary Hourly

Salary: Annual Salary \$ _____

Hourly: Rate Type _____ Rate Amount \$ _____

Rate Type _____ Rate Amount \$ _____

Rate Type _____ Rate Amount \$ _____

DEDUCTION ITEMS

Pre-Tax Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

After-Tax Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Retirement Plan Employer Match Yes No Match % _____

WITHHOLDING INFORMATION

Federal Form W-4 Please attach completed IRS form W-4

State(s) Form W-4 Please attach completed State form W4(s)

City(s) Form W-4 (if required) Please attach completed city form W4(s)

DIRECT DEPOSIT

Please attach voided check for each account

Please attach Direct Deposit Authorization form

NOTES