

## Employee Setup Form (Please write neatly)

COMPANY \_\_\_\_\_ LOCATION: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birthdate [mm/dd/yyyy] : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gender:  Male  Female

### Direct Deposit

Joe Smith  
1234 Anystreet Court  
Anycity, AA 12345 1234

Pay to the order of \_\_\_\_\_

\_\_\_\_\_ Dollars

Bank Anywhere

1 2 3 4 5 6 7 8 9 | 1 2 3 4 5 6 7 8 9 0 1 2 3 || 1 2 3 4

\_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_ Check Number

SAMPLE

Name of Your Bank: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

## Employment:

\_\_\_\_\_ Full Time (40+ hrs in one week) \_\_\_\_\_ Part Time (Less than 40 hrs in a week)

Est. Date of Hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job Title: \_\_\_\_\_

### Please check all that apply:

hourly     salary     Commission     Tips     Bonuses

## Pay Rate:

If hourly, please put the hourly \$ amount here: \_\_\_\_\_

If Salary, please put the annual \$ amount here: \_\_\_\_\_

**-Example \$700 per week = \$36,400 annually (\$700 x 52 weeks)**

- Weekly payrolls are 52 weeks
- Bi-weekly payrolls are 26 weeks
- Semi-monthly payrolls are 24

## Notes:

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