

## 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  
1234 Anystreet Court  
Anycity, AA 12345 1234

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

\_\_\_\_\_ Dollars

Bank Anywhere

⑆ 123456789 ⑆ 1234567890123 ⑆ 1234

Routing Number Account Number Check Number

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: