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Employee Information Sheet

New Hire <input type="checkbox"/>	Re- Hire <input type="checkbox"/>	Change of Information <input type="checkbox"/>
Company Name _____		
Employee Name _____		
Department # _____		
W2 employee or 1099 employee (circle one)		
Address _____		
City/St/Zip _____		
SS # _____	Birth Date _____	(Re)Hire Date _____
		Separation Date _____
Pay Type (circle one): hourly / salary exempt from OT / salary with OT / Commission only		
Rate of Pay \$ _____ per pay period or per hour		
IMPORTANT TAX INFORMATION FROM W-4:		
Tax Filing Status (line 3):	single <input type="checkbox"/>	married <input type="checkbox"/>
Federal Exemptions (line 5) _____	Additional Amount (line 6) _____	
State Exemptions _____	Additional Amount _____	