



Client #: _____

Client Name: _____

Employee Information Worksheet

1. **First Name:** _____
2. **Middle Initial:** _____
3. **Last Name:** _____
4. **Street Address:** _____
5. **City:** _____
6. **State:** _____
7. **Zip Code:** _____
8. **Department:** _____ **Paygroup:** _____ (if applicable)
9. **Social Security Number:** _____ - _____ - _____
10. **Birth Date:** ____/____/____
11. **Date of Hire:** ____/____/____
12. **Status Type:** ☐ Full Time or ☐ Part Time
13. **Employee Number:** _____ (if applicable, not required)
14. **Marital Filing Status:** Married _____ Single _____
15. **Number of Exemptions:** Federal _____ State _____ Local _____
16. **Additional Withholding \$ or %:** Federal _____ State _____ Local _____
17. **Work-In State:** _____ (needed to verify correct unemployment state)
18. **Pay Rate:** ☐ Hourly _____ or ☐ Salary _____
Effective Date: ____/____/____
Pay Rate Description: _____

- Pay Rate #2:** ☐ Hourly _____ or ☐ Salary _____
Effective Date: ____/____/____
Pay Rate Description: _____

Direct Deposit – Bank Information (if applicable)

☐ Savings or ☐ Checking

Bank Name: _____

Routing #: _____

Account #: _____

Dollar Amount / % of pay: _____

☐ Savings or ☐ Checking

Bank Name: _____

Routing #: _____

Account #: _____

Dollar Amount / % of pay: _____