



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)

<input type="checkbox"/> Savings or <input type="checkbox"/> Checking	<input type="checkbox"/> Savings or <input type="checkbox"/> Checking
Bank Name: _____	Bank Name: _____
Routing #: _____	Routing #: _____
Account #: _____	Account #: _____
Dollar Amount / % of pay: _____	Dollar Amount / % of pay: _____