



Employee Information

Company Name: _____

Name _____

Address _____

City, State, Zip _____

Social Security # _____

Phone # _____

Email Address _____

Date of Hire _____

Date of Birth _____

Gender Male Female

Marital Status (for Tax Withholding Purposes) Single Married

of Exemptions _____

Hourly Rate _____ or Salary Per Pay _____

Examples of Salary Per Pay
Weekly (\$26,000 /52 pays= \$500/pay day
BiWeekly (\$26,000/26 pays= \$1000/payday
SemiMonthly (\$26,000/24 pays= \$1083.33/payday

Special Notes (Department, Special Taxes, Loan Balances, Scheduled Deductions, etc)
