



# EMPLOYEE SETUP SHEET

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 \_\_\_\_\_  
 DOB \_\_\_\_\_ SSN \_\_\_\_\_ Email Address \_\_\_\_\_ Hire Date \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 \_\_\_\_\_

Gender	Pay Information	Employee Type		Employee Status		Pay Type
<input type="checkbox"/> Male	<input type="checkbox"/> Hourly	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Active	<input type="checkbox"/> Terminated	<input type="checkbox"/> Check
<input type="checkbox"/> Female	<input type="checkbox"/> Salary	<input type="checkbox"/> 1099	<input type="checkbox"/> Temporary	<input type="checkbox"/> New Hire	<input type="checkbox"/> Inactive	<input type="checkbox"/> Direct Deposit

Regular Pay Rate	Overtime Rate	Other Rate
\$ / hour or salary	\$	\$ Per Hour / Pay Period

Direct Deposit Information		\$ or %*	Routing Number (9 digits)	Account Number	Bank Name
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				

**\*1099 Contractors DO NOT Complete Below This Line\***

\*With fixed dollar amount or percentage, the 'remainder' will be deposited into the last account entered.

Deductions	

### Federal Tax Info

Filing Status:

- Single or Married Filing Separately
- Married Filing Jointly
- Head of Household

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of children under age 17 by \$2,000 \_\_\_\_\_

Multiply the number of other dependents by \$500 \_\_\_\_\_

Add the amounts above and enter the total here \_\_\_\_\_

Other income (not from jobs) \_\_\_\_\_

Deductions \_\_\_\_\_

Extra withholding \_\_\_\_\_

### State Tax Info

Filing Status:

- Single or Married Filing Separately
- Married Filing Jointly
- Head of Household
- Other

Income Tax Filing State \_\_\_\_\_

Unemployment Filing State \_\_\_\_\_

Allowances \_\_\_\_\_

Additional Withholding Amount \$ \_\_\_\_\_