

The **PAYROLL**
Department, Inc.

NEW HIRE WORKSHEET

EMPLOYEE:

FIRST MIDDLE LAST

HOME ADDRESS CITY, STATE, ZIP CODE

SOCIAL SECURITY NUMBER BIRTH DATE COUNTY OF RESIDENCE

STATE YOU WILL BE WORKING IN

SINGLE

MARRIED

MARRIED BUT WITHHOLD AT HIGHER SINGLE RATE

Note: If married, but legally separated, or spouse is a nonresident alien, check the single box.

Total number of allowances you are claiming: FEDERAL _____ STATE _____

Additional amount, if any, you want withheld from each paycheck: FEDERAL \$ _____ STATE \$ _____

EMPLOYEE SIGNATURE _____

EMPLOYER:

NAME OF BUSINESS

BUSINESS ADDRESS

EMPLOYER IDENTIFICATION NUMBER

EMPLOYEE'S HOURLY RATE: _____ EMPLOYEE'S SALARY AMOUNT: _____

EMPLOYEE'S HIRE DATE: _____