



New Employee Set-Up Form

Company: _____

Please Circle One: New Hire / Re-Hire

Employee Information

Employee Name	S.S. #
Department	Birth Date
Street Address	Hire Date
City	Rate 1 / Salary
State	Rate 2
Zip	Rate 3

Deduction Information

	Deduction	Amount
1.		
2.		
3.		

	Deduction	Amount
4.		
5.		
6.		

Tax Information

Federal

Marital Status: Married / Single / Head of Household
(circle one)

of Exemptions: _____

State

Marital Status: Married / Single / Head of Household
(circle one)

of Exemptions: _____

Special Instructions: