



Employee Sheet

Business Name \_\_\_\_\_

Payroll Frequency \_\_\_\_\_

LAST Name \_\_\_\_\_ FIRST Name \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_ S.S.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Workers Compensation Class \_\_\_\_\_ (4 Digit code)

Hire date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department \_\_\_\_\_

Pay Information Hourly Salaried Contractor (Circle one)

\$ \_\_\_\_\_ /Hr /Day /Week /Month /Year (Circle one)

Tax Information

Single Married Head of Household (Circle one)

Number of Dependents \_\_\_\_\_ (#)

Additional Withholding Amount Federal \$ \_\_\_\_\_ State \$ \_\_\_\_\_

Special instructions

Don't put current pay data here! Write employee's name on a blank line of the INPUT SHEET and put the pay data there.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_