

NEW EMPLOYEE SHEET

CLIENT NAME: _____

EMPLOYEE NAME: _____
(FROM W-4 FORM)

EMPLOYEE ADDRESS: _____
(FROM W-4 FORM)

DATE OF BIRTH: _____
(FROM I-9 FORM)

EMPLOYEE LIVES IN:
STATE: _____
CITY: _____
COUNTY: _____
(IF KENTUCKY OR INDIANA)

EMPLOYEE WORKS IN:
STATE: _____
CITY: _____
COUNTY: _____
(IF KENTUCKY OR INDIANA)

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PAYROLL CHANGE NOTICE

DATE _____ EMPLOYEE _____

EFFECTIVE DATE _____ DATE HIRED _____

NEW RATE _____ TERMINATED _____

COMMENTS: _____

PLEASE FURNISH A W-4 FORM COMPLETED FOR ANY NEW EMPLOYEES, ADDRESS CHANGES, OR WITHHOLDING CHANGES.

MAKE SURE THE W-4 IS LEGIBLE (EASY TO READ) AND THAT ALL THE INFORMATION IS THERE.

PREPARED BY _____

DATE _____

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