

EMPLOYEE SET-UP INFORMATION

CLIENT CODE: _____ EMPLOYEE NUMBER: _____

SOCIAL SECURITY #: _____

EMPLOYEE NAME: _____

EMPLOYEE ADDRESS: _____

CITY: _____ STATE & ZIP CODE: _____

HIRE DATE: _____ DATE OF BIRTH: _____

MARITAL STATUS: S M NUMBER OF EXEMPTIONS: _____

PAY RATE: _____ EMPLOYEE TYPE: HOURLY TIPPED SALARY

OVERTIME RATE: _____ TIPS P/H: _____ MEALS P/R: _____ DEPT: _____

STATE SET-UP INFORMATION

WORKED IN STATE: _____ ADDITIONAL STATE TAX: _____

FEDERAL TAX SET-UP INFORMATION

FEDERAL TAX TYPE:	EXEMPT	NORMAL	FLAT TAX	RATE+ADJUSTMENT
% OF TAX: _____			% OF GROSS: _____	

ADDITIONAL FEDERAL WITHHOLDING: _____

STANDARD PAYROLL DEDUCTIONS

NAME: _____ AMOUNT PER PAYROLL: _____

NAME: _____ AMOUNT PER PAYROLL: _____

NAME: _____ AMOUNT PER PAYROLL: _____

COMMENTS: _____
