

## New Employee Hire Form

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### Employer Section

Company Name \_\_\_\_\_

Hire Date \_\_\_\_\_

### Employee Wage Information

Employee will receive tips

Salary \$ \_\_\_\_\_ OR Hourly \$ \_\_\_\_\_

Any additional items such as Deductions or Garnishments? Please list.

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This document is the only item that is needed when electing to add a new employee to payroll. Amerman, Ginder and Co. LLC, advises that you keep in your records the following documents for all new hires, W-4, I-9 and Local EIT Residency Certification Form.

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### Employee Section

First Name, Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

SSN: \_\_\_\_\_ DOB \_\_\_\_\_

Home Address: \_\_\_\_\_

Borough or Township \_\_\_\_\_

### **Withholding Elections W-4**

Married  Single  # of Dependents (incl. yourself) \_\_\_\_\_ 4029 Exempt

Additional Federal Withholding \_\_\_\_\_ OR \$ \_\_\_\_\_ deducted from pay.

**Direct Deposit Information** (if applicable) – please included a voided check.

Bank Name \_\_\_\_\_ Checking  Savings

Bank Routing Number (9 digits) \_\_\_\_\_

Bank Account Number \_\_\_\_\_