

New Employee Hire Form

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.

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.

Employee Section

First Name, Middle Initial _____ Last Name _____

SSN: _____ DOB _____

Home Address: _____

Borough or Township _____

Withholding Elections W-4

Married Single Head of Household 4029 Exempt

Form W-4: Step 2 Step 3 _____, Step 4(a) _____

Step 4(b) _____, Step 4(c) _____

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

Bank Name _____ Checking Savings

Bank Routing Number (9 digits) _____

Bank Account Number _____