

Employee Information Sheet

Employee Name: _____

Address: _____

Email address: _____

Date of Birth: _____

Social Security #: _____ - _____ - _____

Withholding status: _____ (example: Single 0, Married 2)

Hire Date: _____ Terminated Date: _____

Rate of Pay: \$ _____ per hour OR \$ _____ per pay

Direct Deposit Information

Bank Name: _____

Routing #: _____

Account #: _____

Circle one:

Checking Account

Savings Account

Full pay deposited into this account? Yes or No

If not, amount deposited into this account? \$ _____ or _____ %

Bank Name: _____

Routing #: _____

Account #: _____

Circle one:

Checking Account

Savings Account

Amount deposited into this account? \$ _____ or _____ %