



EMPLOYEE SETUP SHEET

First Name	Last Name	Company Name		
DOB	SSN	Email Address	Hire Date	
Address		City	State	Zip

Gender	Pay Information	Employee Type		Employee Status		Pay Type
<input type="checkbox"/> Male	<input type="checkbox"/> Hourly	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Active	<input type="checkbox"/> Terminated	<input type="checkbox"/> Check
<input type="checkbox"/> Female	<input type="checkbox"/> Salary	<input type="checkbox"/> 1099	<input type="checkbox"/> Temporary	<input type="checkbox"/> New Hire	<input type="checkbox"/> Inactive	<input type="checkbox"/> Direct Deposit

Regular Pay Rate	Overtime Rate	Other Rate
\$ / hour or salary	\$	\$ Per Hour / Pay Period

Direct Deposit Information		\$ or %*	Routing Number (9 digits)	Account Number	Bank Name
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings				

1099 Contractors DO NOT Complete Below This Line

*With fixed dollar amount or percentage, the 'remainder' will be deposited into the last account entered.

Deductions	

Federal Tax Info

Filing Status:

- Single or Married Filing Separately
- Married Filing Jointly
- Head of Household

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of children under age 17 by \$2,000 _____

Multiply the number of other dependents by \$500 _____

Add the amounts above and enter the total here _____

Other income (not from jobs) _____

Deductions _____

Extra withholding _____

State Tax Info

Filing Status:

- Single or Married Filing Separately
- Married Filing Jointly
- Head of Household
- Other

Income Tax Filing State _____

Unemployment Filing State _____

Allowances _____

Additional Withholding Amount \$ _____