

## New Employee Worksheet

**PLEASE DO NOT FORWARD FORMS  
W-4, I-9, STATE NEW HIRE, ETC.**

**FROM:** (COMPANY CONTACT INFORMATION)

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### (Employee Information)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last: \_\_\_\_\_

Street & #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

### (Tax Filing)

**Federal:**

Status: Married \_\_\_\_ Single \_\_\_\_

Exemptions: \_\_\_\_\_

Additional: \_\_\_\_\_

**State:**

Status: Married \_\_\_\_ Single \_\_\_\_

Exemptions: \_\_\_\_\_

Additional: \_\_\_\_\_

**City (if required):**

Status: Married \_\_\_\_ Single \_\_\_\_

Exemptions: \_\_\_\_\_

Additional: \_\_\_\_\_

### (Wages this pay period)

Type	Hours or Salary Amount
Regular Pay	

### (Deductions this pay period)

Type	Amount	Every Pay?

**Notes & special instructions:** \_\_\_\_\_

**Important:** To protect your privacy, please forward this document to us by fax or secure file transfer available under the Login link at [www.Payrite.com](http://www.Payrite.com)

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