

# 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)**

<p><b>Federal:</b>                  Status: Married <input type="checkbox"/> Single <input type="checkbox"/>                            Head of Household <input type="checkbox"/>                  From IRS form; Step 2 Option (c): <input type="checkbox"/>                  Line 3: _____ Line 4a: _____                  Line 4b: _____ Line 4c: _____</p>	<p><b>State:</b>                  Status: Married <input type="checkbox"/> Single <input type="checkbox"/>                  Exemptions: _____                  Additional: _____</p>	<p><b>City (if required):</b>                  Status: Married <input type="checkbox"/> Single <input type="checkbox"/>                  Exemptions: _____                  Additional: _____</p>
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**(Wages this pay period)**

**(Deductions this pay period)**

Type	Hours / Salary This Pay
Regular Pay	

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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