

Employee Information Worksheet

Instruction: Please provide the following information on each employee. When possible, provide a copy of the W-4 on each employee.

Company Name: _____
 Department: _____ Date: _____

1 Last Name	First Name and Middle Initial	
Home Address		
City	State	Zip
Employee SSN		
Marital Status: Single ___ Married ___ Married, but withhold at a single rate ___		
# of Allowances:	Hire Date:	Birth Date:
Garnishments: ___ No ___ Yes (Please provide all documents)		
Compensation types		
___ Hourly Rate: _____/hr		
___ Salary-Amount \$ _____		

2 Last Name	First Name and Middle Initial	
Home Address		
City	State	Zip
Employee SSN		
Marital Status: Single ___ Married ___ Married, but withhold at a single rate ___		
# of Allowances:	Hire Date:	Birth Date:
Garnishments: ___ No ___ Yes (Please provide all documents)		
Compensation types		
___ Hourly Rate: _____/hr		
___ Salary-Amount \$ _____		

3 Last Name	First Name and Middle Initial	
Home Address		
City	State	Zip
Employee SSN		
Marital Status: Single ___ Married ___ Married, but withhold at a single rate ___		
# of Allowances:	Hire Date:	Birth Date:
Garnishments: ___ No ___ Yes (Please provide all documents)		
Compensation types		
___ Hourly Rate: _____/hr		
___ Salary-Amount \$ _____		

4 Last Name	First Name and Middle Initial	
Home Address		
City	State	Zip
Employee SSN		
Marital Status: Single ___ Married ___ Married, but withhold at a single rate ___		
# of Allowances:	Hire Date:	Birth Date:
Garnishments: ___ No ___ Yes (Please provide all documents)		
Compensation types		
___ Hourly Rate: _____/hr		
___ Salary-Amount \$ _____		

PayYes Use Only

Received by: _____ Date: _____
 Completed by: _____ Date: _____