



# Employee Information Form

Client Number HT 91

Attention Kevin Monaghan DATE \_\_\_\_\_  
(Payroll Specialist)

- New Employee
- Change Of Information For Current Employee
- Rehire Of Old Employee (Employee Number \_\_\_\_\_)

Employee Name (Last / First / Middle) \_\_\_\_\_  
(The Name As Shown On Their Social Security Card)

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (New Employees Will Not Be Added Without One)

Employee Type  W2  1099 (Independent Contractor)

Department Number \_\_\_\_\_

Per Pay Period Salary \_\_\_\_\_ Annual Salary \_\_\_\_\_

Hourly Rate 1 \_\_\_\_\_ Marital Status Single  
 Rate 2 \_\_\_\_\_ Married  
 Rate 3 \_\_\_\_\_ Married Withholding At Single Rate

Birth Date \_\_\_\_\_ Hire Date \_\_\_\_\_

Federal Exemptions \_\_\_\_\_ Additional \$\$ \_\_\_\_\_ Flat \$\$ \_\_\_\_\_

Should State Tax Be Withheld?  Yes  No

If Yes, Which State? \_\_\_\_\_

State Exemptions \_\_\_\_\_ Additional \$\$ \_\_\_\_\_ Flat \$\$ \_\_\_\_\_

State Where Employee Works (SUI) \_\_\_\_\_

County Where Employee Lives (Maryland Only) \_\_\_\_\_

**Fax To (703) 207-9549. Please Note That Paychex Does Not Require Federal W4's Or W5's, State Withholding Forms, I-9's, Social Security Cards, Or Driver's Licenses. For Direct Deposit, Send An Authorization Agreement And Voided Check.**

Additional Information / Adjustments

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