



Employee Payroll Status Form

Company Number	Company Name	Date
co _____		

New Hire
 Rehire
 Employee Change
 Termination
 Reason: _____

Employee Information				
First Name		Middle Initial	Last Name	
Employee Id #			Department	
Address			Primary Email	
Address 2			Secondary Email	
City			Work Phone	
State	Zip Code		Home Phone	
Social Security #			Cell Phone	
Gender	Date Hired	Date of Birth	Date Started	Termination Date

Pay Rate Information				
Base Rate (\$)		Base Rate Per	<input type="checkbox"/> Hour <input type="checkbox"/> Pay Period Auto Pay <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pay Type	<input type="checkbox"/> Part Time Hourly <input type="checkbox"/> Full Time Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> 1099			
Employee Tax Type	<input type="checkbox"/> W-2 <input type="checkbox"/> 1099 <input type="checkbox"/> Draw Calculate Employee Retention Credit? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Tax Information				
Federal Information <small>(based on current W-4)</small>			State Information	
Federal Filing Status			State Filing Status	
Box checked?	Step 2(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Exemptions	
Claim Dependents amount	Step 3	\$	Additional Withholding	\$
Other Income amount	Step 4(a)	\$		
Deductions amount	Step 4(b)	\$		
Extra Withholding amount	Step 4(c)	\$		

Scheduled Deductions	
Deduction Name	Amount Per Pay Period
	\$
	\$
	\$
	\$

Direct Deposit Information <small>(or Direct Deposit Authorization Form)</small>				
Account Type	ABA Routing #	Account #	Amount (\$ / %)	Net
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			\$ _____ / _____ %	<input type="checkbox"/>
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			\$ _____ / _____ %	<input type="checkbox"/>
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			\$ _____ / _____ %	<input type="checkbox"/>
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			\$ _____ / _____ %	<input type="checkbox"/>