

***Employee Info needed for Payroll Setup***

Employee Name			
Street Name			
City, State, Zip code			
SSN			
Email Address		Cell Phone	
Work Phone #		Home Phone #	
<b><i>Payroll Information</i></b>			
Date of Hire		Cost Center or Department	
Start Date		Date of Last Raise	
Date of Birth		Pay Rate (s)	
Filing status and Exemptions		Number of Exemptions:	
Amount, description, goal and frequency of all deductions			
Other info that you would like us to Track			

***\*\*If employee wants pay via direct deposit a Checkmate direct deposit form is required.***