

**Employee Info needed for Payroll Setup**

Employee Name			
Street Name			
City, State, Zip code			
SSN			
Email Address		Phone #	

**Payroll Information**

Date of Hire		Cost Center or Department	
Start Date		Date of Last Raise	
Date of Birth		Pay Rate (s)	
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.**