



Employee Information Worksheet

1. First Name _____
2. Middle Initial _____
3. Last Name _____
4. Street Address _____
5. City _____
6. State _____
7. Zip Code _____
8. Rate of Pay _____
9. Social Security Number _____ - _____ - _____
10. Date of Hire ____/____/____
11. Marital Status: Married _____ Single _____
12. Number of Exemptions: Federal _____ State _____
13. Birthdate ____/____/____

Direct Deposit - Bank Info

Savings or Checking

Bank Name _____

Routing # _____

Account # _____

Dollar Amount / % of pay _____

Savings or Checking

Bank Name #2 _____

Routing # _____

Account # _____

Dollar Amount / % of pay _____