



## Employee Information Worksheet

\*Required Field

\*Name (First, Last) \_\_\_\_\_

\*Address \_\_\_\_\_  
\_\_\_\_\_

\*Social Security # \_\_\_\_\_

\*Marital Status \_\_\_\_\_

\*Number of Allowances \_\_\_\_\_

\*Date of Birth \_\_\_\_\_

\*Rate of Pay \_\_\_\_\_

\*Hire Date \_\_\_\_\_

### Direct Deposit information (if applicable)

Checking

Savings

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Routing # \_\_\_\_\_

Routing # \_\_\_\_\_

Entire Net Pay

Entire Net Pay

Dollar Amount \_\_\_\_\_

Dollar Amount \_\_\_\_\_