



A more human resource.™



ADP-SBS-EI002

### Employee Information Form

\* Denotes required field

**First Name \***

**MI**

**Last Name \***

**Address 1 \***

**Gender \***

 Male Female

**Address 2**

**City \***

**State \***

**Zip \***

**Social Security Number \***

**Date of Birth \***

**Date of Hire \***

**Email Address**

**Pay Rate (check one) \***

 Hourly Salary

**Amount \***

**Tax Status (check one) \***

 W-2 1099

**Pay Frequency (check one) \***

 Weekly Bi-weekly Semi-monthly Monthly Quarterly

**Federal Filing Status (check one) \***

 Single Married Married - at Higher Single Rate

Allowances

**Additional Federal Withholdings (check one) \***

 Additional Amount Withheld Flat \$ Amount Additional % Withheld Flat % Amount

**State Filing Status (check one) \***

 Same as Federal Single Married Married - at Higher Single Rate

Allowances

**Additional State Withholdings (check one) \***

 Additional Amount Withheld Flat \$ Amount Additional % Withheld Flat % Amount

#### Direct Deposit Information

**Bank Routing # \***

**Bank Routing #**

**Bank Account # \***

**Bank Account #**

**Account Type (check one) \***

 Checking Savings

**Account Type (check one)**

 Checking Savings

**Deposit Amount (check one) \***

 Full Amount Partial \$ Partial %

**Deposit Amount (check one)**

 Remainder Partial \$ Partial %

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