



New Hire Information Sheet

Name: _____

Company: _____

Employee Social Security #

Independent Contractor EIN

Address: _____

Birthdate: _____

Male Female

Hire Date: _____ Full Time Part Time

Hourly Rate \$ _____ OR Salary/pay period \$ _____

Federal and State Withholding (use info from W4):

Single or Married filing Separately Married filing jointly Head of Household

W4 Step 3 - Dependents \$ _____ **4(a)**\$ _____ **4(b)**\$ _____ **4(c)**\$ _____
Children (under 17) X \$2k plus other dependents X \$500 Other Income Deductions Extra Withholding

Exempt (Write "EXEMPT" under line 4(c) on W4): Yes No

Department (if applicable): _____

Workers Comp Class Code: _____

Supervisor: _____