



Employee Information Form

Please fill out all required fields below. You must also complete these additional forms: I-9, Federal W-4 and State W-4.

** Required fields in RUN Powered by ADP®*

BASIC INFORMATION

First Name *	MI	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address * (Required for Employee Access)		
<input type="text"/>		

Date of Hire *	Date of Birth *
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Social Security Number *	Gender *
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female

DEDUCTIONS

Deduction Name	Amount Per Pay Period
<input type="text"/>	\$ <input type="text"/> . <input type="text"/>
<input type="text"/>	\$ <input type="text"/> . <input type="text"/>

DIRECT DEPOSIT INFORMATION

Bank Routing Number *	Bank Routing Number
<input type="text"/>	<input type="text"/>
Bank Account Number *	Bank Account Number
<input type="text"/>	<input type="text"/>
Account Type (check one) *	Account Type (check one)
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Direct Deposit Distribution (check one) *	Direct Deposit Distribution (check one)
<input type="checkbox"/> Full Amount <input type="checkbox"/> Partial \$ <input type="text"/> . <input type="text"/>	<input type="checkbox"/> Full Amount <input type="checkbox"/> Partial \$ <input type="text"/> . <input type="text"/>
<input type="checkbox"/> Partial % <input type="text"/> . <input type="text"/>	<input type="checkbox"/> Partial % <input type="text"/> . <input type="text"/>

Bank Routing Number	Bank Routing Number
<input type="text"/>	<input type="text"/>
Bank Account Number	Bank Account Number
<input type="text"/>	<input type="text"/>
Account Type (check one)	Account Type (check one)
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Direct Deposit Distribution (check one)	Direct Deposit Distribution (check one)
<input type="checkbox"/> Full Amount <input type="checkbox"/> Partial \$ <input type="text"/> . <input type="text"/>	<input type="checkbox"/> Full Amount <input type="checkbox"/> Partial \$ <input type="text"/> . <input type="text"/>
<input type="checkbox"/> Partial % <input type="text"/> . <input type="text"/>	<input type="checkbox"/> Partial % <input type="text"/> . <input type="text"/>

W-4

date:

I-9 date:

Hourly
rate:

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