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 ***

Address 1 *   **City ***

Address 2   **State ***   **Zip ***

Email Address * (Required for Employee Access)

Date of Hire * / /   **Date of Birth *** / /

Social Security Number *   –   –   **Gender ***   ☐ Male   ☐ Female

DEDUCTIONS

Deduction Name	Amout Per Pay Period
	$.
	$.

DIRECT DEPOSIT INFORMATION

Bank Routing Number *

Bank Account Number *

Account Type (check one) *   ☐ Checking   ☐ Savings

Direct Deposit Distribution (check one) *   ☐ Full Amount   ☐ Partial $ $.   ☐ Partial %   .

Bank Routing Number

Bank Account Number

Account Type (check one)   ☐ Checking   ☐ Savings

Direct Deposit Distribution (check one)   ☐ Full Amount   ☐ Partial $ $.   ☐ Partial %   .

W-4 date:

I-9 date:

Hourly rate: