

THE Bookkeeping DEPARTMENT



New Hire Information

Name	Last	Middle	First

Address	Street	City	State	Zip

SSN	
Gender	
Birth Date	
Phone Number	
Marital Status	
Federal Exemptions	
State Exemptions	
Dept Number	
Base Rate	
Salary	
WC Code	
Hire Date	

Direct Deposit 1	Transit Number	Account Number	Amount or %	Checking or Savings

Direct Deposit 2	Transit Number	Account Number	Amount or %	Checking or Savings