



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 %