


# New Employee Info

Company Name		Co #	<b>IMPORTANT:</b> This form should be completed by the one in charge of payroll - not the employee. If completing this by hand, please print using pen so your info can be read. Also, verify that the name & SSN match the employee's SS card. -- For changes, note the employee #/name plus changes, and check applicable boxes.				
Emp #	ACA status / Work status F/T                      Temp P/T                      Seasonal	Division	Dept # or Description	SS#	Pay Rate(s)	Rate per ... <input type="checkbox"/>	
First Name <input type="checkbox"/>		Mid <input type="checkbox"/>	Last Name <input type="checkbox"/>		\$	/hr    /pp    /yr	
					\$	/hr    /pp    /yr	
					\$	/hr    /pp    /yr	
					Birth Date                      Hire Date		
Street Address <input type="checkbox"/>						<b>Info from W4</b>	
City		State	Zipcode	Special Auto Deductions (ie 401K, Child Sup, Insurance etc)			
						Step 1c <input type="checkbox"/> <b>Single / Married</b> filing separately <b>Married</b> filing jointly <b>Head of Household</b>	
						Step 3: Dependents                      \$ <input type="checkbox"/>	
						Step 4a: Other Income                      \$ <input type="checkbox"/>	
<b>Other Optional Info</b>						Step 4b: Deductions                      \$ <input type="checkbox"/>	
Optional - Driver's License #	State	Expiration date		Optional - Passport #			
Optional - Phone <input type="checkbox"/>							
Email - (Work/Home) **needed for web portal setup		<b>For COC Use Only:</b> <b>ESS</b>		Home: <input type="checkbox"/>			
Work: **				Cell: <input type="checkbox"/>			
Home: (optional)							
<b>For states excluding Washington</b>						 <b>Phone: 425-742-4988</b> <b>Fax: 425-743-2423</b>  Checks on Call Inc POB 168, Mukilteo, WA 98277 Email: Payroll@ChecksOnCallinc.com Website: www.ChecksOnCallinc.com	
Work State <input type="checkbox"/>	Local W/H Tax (state / city / description) <input type="checkbox"/>		Local rate <input type="checkbox"/>	State W/H if diff from Fed <input type="checkbox"/>			
	1)		1)	S _____			
	2)		2)	M _____			