

New Hire Data Form

Employee Name: _____

Employee Address: _____

City: _____ State: _____ ZIP: _____

SS# _____ DOB: _____

Employee Date of Hire: _____ Pay Frequency: W BW SM M

Married Single Head of Household Number of Withholding Allowances: _____
(Please note any allowances over 8 MUST BE REPORTED TO THE IRS)

Pay Rate Per Hour \$ _____ or Annual Salary \$ _____

NOTE: If you pay your employee cash, it needs to be documented. The cash will reflect the Net Wage Amount and taxes will have to be added in above the net pay and you as the Employer will be responsible for all taxes.

Checklist to be done:

- New Hire Form
- I-9
- W-4
- Driver's License
- Social Security Card/VISA
- Direct Deposit Info
- E-verify
- TN New Hire