

## New Employee Profile

Client Number: \_\_\_\_\_

Employee #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Single/Married: \_\_\_\_\_  
Federal Exemptions: \_\_\_\_\_  
State Exemptions: \_\_\_\_\_  
Male/Female: \_\_\_\_\_  
FT or PT: \_\_\_\_\_

SSN: \_\_\_\_\_  
Department #: \_\_\_\_\_

Birth Date: \_\_\_\_\_  
Start Date: \_\_\_\_\_

Salary Per Pay Period: \_\_\_\_\_

Hourly Rate 1: \_\_\_\_\_

Pay for this period only: \_\_\_\_\_

Hourly Rate 2: \_\_\_\_\_

Hourly Rate 3: \_\_\_\_\_

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### ***Tax Information***

Additional Federal Withholding Per Pay: \_\_\_\_\_ Additional State: \_\_\_\_\_

Name of state for state income tax withholding purposes: \_\_\_\_\_

Name of state for state unemployment purposes: \_\_\_\_\_

Name of local for local income tax withholding purposes: \_\_\_\_\_

Additional info: \_\_\_\_\_

\_\_\_\_\_