



# W2 Employee Set Up Form

Co Name: \_\_\_\_\_  
 Company IID: \_\_\_\_\_  
 Company Code: \_\_\_\_\_  
 New EE    Change    Rehire

## Employee Information

Legal Name: \_\_\_\_\_  
*Last Name, First Name, M.I.* *Preferred Name*

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
*Home* *Mobile* *Work*

Email: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

## Payroll Information

Seasonal    Full Time    Part Time    Temporary

Hourly Rate: \_\_\_\_\_ Department: \_\_\_\_\_  
 Salary Amt: \_\_\_\_\_ Department: \_\_\_\_\_  
 Additional Amounts & Departments (Specify): \_\_\_\_\_

Workers Comp Class Code: \_\_\_\_\_  Owner    Officer    Excluded  
 Activate Etime - Entry Method:  Punch    Timecard   Time Zone: \_\_\_\_\_

## Tax Information

**For Federal taxes please complete and attach the 2020 W4**

**(Find the current W4 form at [www.937payroll.com/employee-information](http://www.937payroll.com/employee-information))**

# State Allowances/Exceptions: \_\_\_\_\_ Additional SIT amount (if any): \_\_\_\_\_  
 SIT (income tax) State: \_\_\_\_\_ SUI (unemployment) State: \_\_\_\_\_  
 Local Tax Description: \_\_\_\_\_

## Earnings/Deductions/Garnishments *(please include garnishment order)*

Name:	Amount <i>(per payroll)</i> :	Pre/Post Tax:	Additional Information:
1.			
2.			
3.			
4.			

## Direct Deposit Information

Bank Name:	Checking/ Savings:	Routing Number:	Account Number:	Full Net:	Amount (if any):
1.					
2.					
3.					
4.					

Activate Employee Access