



Employee Information Form

Please fill out all required fields below. You must also complete these additional forms: I-9, Federal W-4 and State W-4.

*** Required fields in RUN Powered by ADP®**

BASIC INFORMATION

First Name *
 MI
 Last Name *

Address 1 *
 City *

Address 2
 State *
 Zip *

Phone Number
 Mobile Number

Email Address (Required for Employee Access)

/ / **Date of Hire ***
 / / **Date of Birth ***

- - **Social Security Number ***
 Male **Female** **Gender ***

Hourly **Salary** **Pay Rate (check one) ***
 Amount * \$.

Weekly **Bi-weekly** **Semi-Monthly** **Monthly** **Quarterly** **Pay Frequency (check one) ***

DEDUCTIONS

| Deduction Name | Amount Per Pay Period |
|----------------------|--|
| <input type="text"/> | \$ <input type="text"/> . <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> . <input type="text"/> |

DIRECT DEPOSIT INFORMATION

Bank Routing Number *

Bank Account Number *

Checking **Savings** **Account Type (check one) ***

Full Amount **Partial \$** . **Partial %** . **Direct Deposit Distribution (check one) ***

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