

PAYCHEX NEW HIRE SETUP FORM

COMPANY: _____

PERSONAL

*Employee Name: _____

*Street Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Social Security Number: _____ Date of Birth: _____

Gender: _____ Email: _____

EMPLOYMENT

W2 ☐ 1099 ☐

Salary ☐ Hourly ☐ Pay Rate: _____

Hire Date: _____ Department: _____

Workers Compensation Class Code: _____

TAXES

(not required if employee is 1099)

*FEDERAL-

Single ☐ Married ☐ Head of Household ☐

Total dollar amount from steps 2-4 on Federal W4: \$ _____

For Federal tax reference: [2021 Federal W4](#)

STATE-

(State and Local regulations vary)

Single ☐ Married ☐ Head of Household ☐

Number of dependents: _____

Additional amount to withhold: Percent ☐ Flat ☐ _____

ADDITIONAL NOTES

ADDITIONAL RESOURCES

[Paychex Direct Deposit Enrollment Form](#)

* required fields