

# 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