



You want to make a difference. So do we.

1099 Employee Information Worksheet

Personal Information

1. First Name _____ Middle Initial _____
2. Last Name _____
3. Street Address _____
4. City _____
5. State _____
6. Zip Code _____
7. Rate of Pay _____
 - a. FLSA: Hourly Non Exempt _____ Hourly Exempt _____
 - Salary Non Exempt _____ Salary Exempt _____
8. Social Security Number _____ - _____ - _____
9. Date of Hire ____/____/____
10. Date of Birth ____/____/____
11. Employee Work Location Address _____

Direct Deposit - Bank Information

Bank Name _____

Routing # _____

Account # _____

☐ Savings

☐ Checking

Dollar Amount / % of pay _____

Bank Name #2 _____

Routing # _____

Account # _____

☐ Savings

☐ Checking

Dollar Amount / % of pay _____