



EMPLOYEE / CONTRACTOR DETAILS FORM

All employees / contractors are requested to complete this form. Please note all information will remain totally confidential in accordance with our privacy statement made at the end of this form.

PERSONAL DETAILS

(See Privacy Notice below)

Employee/Contractor Name			
Date of Birth			
IRS Number	EIN/SSN:		
Phone Contacts	Phone:	Cell:	
Residential Address	Street		
	Suburb	Zip	
Mailing Address	Street		
(if different from the above)	Suburb	Zip	
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract		

EMERGENCY CONTACTS

Point of contact in emergency circumstances

Next of Kin	
Contact Number	

BANKING DETAILS

Bank Account Information – for direct payment

Bank Name	
Account Name	
Account Number	
Branch Number	

SUPERANNUATION DETAILS

Preference of Super fund - for direct payment

Nominated Institution	
Member Number	
Contact Details or Web	

Staff Member's Signature		Date:
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Information Privacy Notice

Empire Trade USA is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. Empire Trade may disclose some, or all of this information, to appropriate agencies if required including to the IRS. For more information, Empire Trade's Privacy Policy is available on the corporate website, www.empireexchange.com