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 *   –   –

Gender *   ☐ Male   ☐ Female

DEDUCTIONS

Deduction Name

Amout Per Pay Period

$.

$.

Pay Rate (check one) *   ☐ Hourly   ☐ Salary

Amount * $.

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

DIRECT DEPOSIT INFORMATION

Bank Routing Number *

Bank Routing Number

Bank Account Number *

Bank Account Number

Account Type (check one) *   ☐ Checking   ☐ Savings

Account Type (check one)   ☐ Checking   ☐ Savings

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

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☐ Full Amount   ☐ Partial $ $.
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