

Small Business
Payroll Services, LLC
**Professional *Personal *Reliable*

EMPLOYEE PROFILE

Company Name: _____

Employee Name: _____ SS# _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ School District: _____ Phone: _____

Sex: ___ Birthday: ___/___/___

Email address: _____

Start date: ___/___/___

Status: W2 / 1099

Dept: _____

Direct Deposit: ___ Yes ___ No

Are form and voided check attached?

Please check all that apply and list amount:

Salary ___\$ _____

Hourly 1 ___\$ _____

Hourly 2 ___\$ _____

OT ___\$ _____

Federal: _____ State: _____

Filing Status: _____

Exemptions: _____

Add'l W/H: _____

Please check if a New Hire report is required

Special Instructions: (i.e. Garnishments, SD & Local Tax)

SD# _____

Reported as New Hire

Date: _____

Initial: _____
