



A more human resource.™



ADP-SBS-EI002

Employee Information Form

* Denotes required field

First Name *

[Grid for First Name]

MI

[Grid for MI]

Last Name *

[Grid for Last Name]

Address 1 *

[Grid for Address 1]

Gender *

Male

Female

Address 2

[Grid for Address 2]

City *

[Grid for City]

State *

[Grid for State]

Zip *

[Grid for Zip]

Social Security Number *

[Grid for Social Security Number]

Date of Birth *

[Grid for Date of Birth]

Date of Hire *

[Grid for Date of Hire]

Email Address

[Grid for Email Address]

Pay Rate (check one) *

Hourly

Salary

Amount *

\$ [Grid for Amount]

Tax Status (check one) *

W-2

1099

Pay Frequency (check one) *

Weekly

Bi-weekly

Semi-monthly

Monthly

Quarterly

Federal Filing Status (check one) *

Single

Married

Married - at Higher Single Rate

Allowances

[Grid for Allowances]

Additional Federal Withholdings (check one) *

Additional Amount Withheld

Flat \$ Amount

[Grid for Flat \$ Amount]

Additional % Withheld

Flat % Amount

[Grid for Flat % Amount]

State Filing Status (check one) *

Same as Federal

Single

Married

Married - at Higher Single Rate

Allowances

[Grid for Allowances]

Additional State Withholdings (check one) *

Additional Amount Withheld

Flat \$ Amount

[Grid for Flat \$ Amount]

Additional % Withheld

Flat % Amount

[Grid for Flat % Amount]

Direct Deposit Information

Bank Routing # *

[Grid for Bank Routing #]

Bank Account # *

[Grid for Bank Account #]

Account Type (check one) *

Checking

Savings

Deposit Amount (check one) *

Full Amount

Partial \$

[Grid for Partial \$]

Partial %

[Grid for Partial %]

Bank Routing #

[Grid for Bank Routing #]

Bank Account #

[Grid for Bank Account #]

Account Type (check one)

Checking

Savings

Deposit Amount (check one)

Remainder

Partial \$

[Grid for Partial \$]

Partial %

[Grid for Partial %]

Rev 11/2016

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