

Employee New Hire Form

EMPLOYER SECTION

Company Name _____ Hire Date _____

Employee Wage Information

If employee will receive tips please check box

Salary \$ _____ Or Rate \$ _____ is it Hourly, Daily, etc. Please list _____

Any additional items please list : Other Pays or Deductions or Garnishments (Circle One)

This document is the only item that is needed when electing to add a new employee to payroll. Larry Rabold CPA advises that you have and keep in your records the following documents for all new hires.

- 1) W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- 2) I-9 <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf> Only Pages (7-8) need to be kept
- 3) Local EIT Residency Certification Form <http://www.hab-inc.com/wp-content/uploads/1738.pdf>

EMPLOYEE SECTION

Employee First Name & Middle Initial _____ Last Name _____

SSN _____ Home Address _____

City/Town, State and Zip _____

Borough or Township _____

Withholding Elections W-4

(Circle one)

Married or Single # of Dependents (incl yourself) _____ If 4029 exempt check box

I would like an additional federal W/H _____ or \$ _____ deducted from my pay

(If Applicable) Direct Deposit Information - Please provide voided check to confirm no transposition errors

Bank Name _____

Account Type
(Circle one) Checking or Savings

Bank Routing # (9-digits) _____

Bank Account# _____

LARRY RABOLD, CPA SECTION

Residence Location (Local Earned Income Tax)

Employee # _____ If live in PA go to: <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>

PSD Code _____ Residence Rate _____