Always Designing for People™

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

Pay Rate (check one) * Hourly Salary

Amount * $.

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

DEDUCTIONS

Deduction Name	Amout Per Pay Period
	$.
	$.

DIRECT DEPOSIT INFORMATION

Bank Routing Number *

Bank Account Number *

Account Type (check one) * Checking Savings

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

Bank Routing Number

Bank Account Number

Account Type (check one) Checking Savings

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