

Employee Information Sheet

Employee Legal Name: _____

Hire Date: _____ (required)

Birth Date: _____ (required)

Choose Employee Type from below and fill out the information within that column:

___ regular (use W4) ___ 1099 (use W9)

___ pastoral (use W4)

Rate of Pay: \$ _____

 ___ hourly

 ___ annual salary

 ___ per pay period

\$ _____ Pastoral Salary

+ _____ Housing Allowance

+ _____ Other _____

+ _____ Other _____

= \$ _____ Total Compensation

 ___ annual rates

 ___ per pay period rates

Notes, if any: _____

Deductions: Please list any deductions (medical, health, 401k, 403b, etc.) or employer contributions (401k match, 403b match, etc.) that this employee has. Please indicate the dollar amount or percentage, and any special timing (if the amount is taken out every pay period, the first pay period of the month, the last pay period of the month, etc.)

Employee Email Address: _____

(required only for employers that use Employee Self Service, where employees can login online to view their paystubs and W2's. Check with your employer to see if this feature is available)

Return this form, along with your W4/W9 and direct deposit form, to your employer. If you want your state withholding to be different than your federal withholding, include state withholding form.