

Executive Payroll Solutions

Employee Profile

EMPLOYEE INSTRUCTIONS: Use forms W-4, I-9 and appropriate state withholding form to complete this form. This form should not be used as a substitute to these official federal and state forms. For changes on existing employee information, complete only the sections for change.

Employee Status: NEW EMPLOYEE CHANGE FOR EXISTING EMPLOYEE

Client Number/Name _____ / _____

Employee Number/Name _____ / _____

Address _____

City/State _____ Zip _____ Zip Ext _____

Social Security Number _____ - _____ - _____ M/F _____ Department _____

Salary per pay period \$ _____ or Rate 1 \$ _____ Rate 2 \$ _____ Rate 3 \$ _____

Birth Date ____/____/____ Start Date ____/____/____ Termination Date ____/____/____

Direct Deposit: No Yes (If yes, complete the Employee Direct Deposit Setup Form.)

Adjustment #	Description	Amount per pay period

FEDERAL
 Filing Status _____ Exemptions _____ Addl W/H Tax \$ _____

STATE
 St Code _____ R/N _____ Filing Status _____ Exemptions _____ Addl W/H Tax \$ _____

LOCAL
 City to withhold _____ R/N _____ Filing Status _____ Exemptions _____

County to withhold _____ R/N _____ Filing Status _____ Exemptions _____

SPECIAL INSTRUCTIONS

Does this employee need to be paid this pay period? No Yes SALARY _____ HRS _____

EMPLOYER INSTRUCTIONS: Once completed you may fax the form to Executive Payroll Solutions. Please do not fax W-4, I-9 or state withholding forms. Executive Payroll Solutions does not retain copies of these forms. Please retain the original in the employees personnel file.