

## Pieper Payroll Group: Employee Setup Information

Company Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle \_\_\_\_\_

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Hire Date: \_\_\_\_-\_\_\_\_-\_\_\_\_ Birth Date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Home Address: \_\_\_\_\_

### Pay Information

Pay Frequency (circle one): Weekly, Biweekly, Semi-Monthly, Monthly

Pay Type (circle one): Hourly, Salary-Exempt, Commission, Other

Pay Rate per Pay Period: \_\_\_\_\_

Department (If you use departmental reporting for payroll): \_\_\_\_\_

### W4 Withholding Allowance

Filing Status (circle one): Single or Married W4 Allowances claimed (1-9): \_\_\_\_\_  
Note: Single 0 is assumed if not completed

Additional amount, if any, you want withheld from each paycheck: Federal: \_\_\_\_\_ State: \_\_\_\_\_

### Recurring Payroll Deductions (e.g. health or retirement plan)

Deduction: \_\_\_\_\_ Amount: \_\_\_\_\_ Tax Status (circle one): Pre, Post

Deduction: \_\_\_\_\_ Amount: \_\_\_\_\_ Tax Status (circle one): Pre, Post

### Direct Deposit – Attach Copy of Check!

I, [employee] \_\_\_\_\_, hereby authorize my employer, and its agents to initiate electronic credit entries, and if necessary, adjustments for any credit entries in error to my checking and/or savings accounts listed below. This authorization remains in effect until I have informed my employer in writing that I wish to cancel it and my employer has had reasonable time to effect such cancellation.

I understand I should contact my bank to verify receipt of funds before use. It is my responsibility to provide proper routing & account numbers. Neither my employer nor their agents are responsible for bank errors or fees.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account Type (circle): Checking Savings

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_