

## EMPLOYEE PAYROLL INFORMATION

**INSTRUCTIONS: Please PRINT all relevant information.**

**EMPLOYER:** \_\_\_\_\_ **Acct. No.** \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Location/Branch: \_\_\_\_\_ Dept: \_\_\_\_\_

Employee LAST Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ I-9 Verified?  Yes  No Date: \_\_\_\_\_

Social Sec. No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSN Verified?  Yes  No **1-800-772-1213**

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female Status:  Full Time  Part Time

Pay Frequency for this Employee:  Weekly  Bi-Weekly  Semi-Monthly

Hour Rate: \$ \_\_\_\_\_/Hour or Salary: \$ \_\_\_\_\_ per pay period

Federal Marital Status:  Married  Single No. of Exemptions Claimed: \_\_\_\_\_

State Marital Status:  Married  Single No. of Exemptions Claimed: \_\_\_\_\_

Federal Withholding Tax if other than by Tax Table:

Flat Amount:  \$ \_\_\_\_\_ or  \_\_\_\_\_ %

Additional Federal Income Tax Withholding:  Flat \$: \_\_\_\_\_  \_\_\_\_\_ %

**EEOC (Check [X] one):**

<input type="checkbox"/> B - White Male (Non Hispanic)	<input type="checkbox"/> G - White Female (Non Hispanic)
<input type="checkbox"/> C - Black Male (Non Hispanic)	<input type="checkbox"/> H - Black Female (Non Hispanic)
<input type="checkbox"/> D - Hispanic Male	<input type="checkbox"/> I - Hispanic Female
<input type="checkbox"/> E - Asian or Pacific Islander Male	<input type="checkbox"/> J - Asian or Pacific Islander Female
<input type="checkbox"/> F - American Indian/Alaskan Male	<input type="checkbox"/> K - American Indian/Alaskan Female

**RECURRING PAYROLL DEDUCTIONS:**

Description or Type	Amount	Start Date	Goal	Repaid to Date
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

Other Information:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or Fax to: **PAYROLL CENTRAL, INC.** Phone: 214-654-0000  
 2010 Valley View Ln, Suite 150  
 Dallas, TX 75234-8921 Fax: 214-654-0003

