

//Applied Payroll

New Hire Form

Employee Section

Name: _____ Date of Birth: _____

Email: _____

Address: _____

Please turn in the following forms along with this New Hire Form:

- Form W-4
- Form I-9
- Direct Deposit Authorization w/ copy of a check or voided check (If Applicable)

Employer Section

Hire Date: _____ Circle One: Full Time or Part Time

Department (If Applicable): _____

Circle One: Hourly or Salary Rate of Pay: _____

Deductions (Type, Amount, Other Information):

1. _____
2. _____
3. _____
4. _____

Please turn in this form along with the employee's Form W-4 and Direct Deposit Authorization to Payroll Savvy.

**Employer must complete their portion of each employee's Form I-9 and keep on file.*