



COMPANY ID \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

(circle one) New Hire / Re-Hire / Change

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_

Date of Hire \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Relationship to owner: (circle one) none spouse child parent

Department: \_\_\_\_\_

Withholding (circle one) Married Single Married but withhold at Single Rate

# Exemptions \_\_\_\_\_

Add'l Withholding \$ \_\_\_\_\_

Withholding State\*: \_\_\_\_\_ Unemployment State\*: \_\_\_\_\_

Deduction \_\_\_\_\_

Deduction \_\_\_\_\_

Deduction \_\_\_\_\_

Deduction \_\_\_\_\_

PTO Accrual Plan \_\_\_\_\_

Fill in and FAX to: 621-5147

\*If you have employee(s) that should have State Income Withholding deducted from their wages; or if their wages need to be reported to a different state, for unemployment tax purposes, than the one your business is located in; please indicate the state above and contact Access Payroll Services of N.E. LLC, at (603) 621-5145. When you do so, we will provide you with the instructions on how to go about applying with the given state for your Department of Revenue Tax Id # or Department of Employment Security Tax Id #.