



***NEW EMPLOYEE WORKSHEET***

*COMPANY NAME* \_\_\_\_\_

*EMPLOYEE NAME* \_\_\_\_\_

*ADDRESS* \_\_\_\_\_

\_\_\_\_\_

*CITY* \_\_\_\_\_

*STATE* \_\_\_\_\_

*ZIP CODE* \_\_\_\_\_

*BIRTH DATE* \_\_\_\_\_ *GENDER (Circle one) M F*

*SOCIAL SECURITY #* \_\_\_\_\_

*SINGLR OR MARRIED (circle one)*

*NUMBER OF ALLOWANCES* \_\_\_\_\_

*PAY RATE* \_\_\_\_\_

*HOURS* \_\_\_\_\_

*~Please have each new employee fill out this form and fax back to Simplified payroll Solutions~*