**Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID#\_\_\_\_\_\_\_\_\_\_\_\_ (circle one)Full Time/Part Time**

|  |  |
| --- | --- |
| **Employee legal name (last, first, middle initial)** | **Social Security Number** |
| **Employee’s Address (number and street)** | **Date of Birth** |
| **City, State, Zip Code** | **Date of Hire** |
| **Employee Phone # Employee Email** | **Gender: (circle one)**  **Male Female** |

**Is the Employee under the age of 18? YES/NO If Yes, year employee will reach the age of 18\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Branch(Location):** | **Home Dept:** | **Rate of Pay:** |
| **2nd Branch(Location):** | **2nd Home Dept:** | **2nd Rate of Pay:** |
| **3rd Branch(Location):** | **3rd Home Dept:** | **3rd Rate of Pay:** |
| **Misc Deductions:** | | |

**Federal W-4**

**(Step 1(c))**

* Single or Married filing separately
* Married filing jointly (or Qualifying widow(er))
* Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**(Step 3)**Total Line 3 $\_\_\_\_\_\_\_\_\_\_ **Step 4(a)** Other Income\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**4(b)** Deductions\_\_\_\_\_\_\_\_\_\_\_

**4(c)**Extra withholding\_\_\_\_\_\_\_\_\_

**State WT-4**

* Single
* Married
* Married, but withhold at higher Single rate. Note: If married, but legally separated, check the single box

Total Dependents (Line 1 (d)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Withholding (Line 2) \_\_\_\_\_\_\_\_\_\_\_\_\_

* Exempt (Line 3)