



1205 Manor Drive Suite 201 Mechanicsburg, PA 17055 717 766 1777 1 866 3 pay smart fax 717 307 3159

Business Name _____

New Employee Sheet ← Circle One → Current Employee Changes
Fill out all information Fill in what applies

NOTE: ALL DOCUMENTATION IS CONFIDENTIAL

Employee Name _____ S.S. # _____ - _____ - _____

Address _____

City _____ State _____ Zip Code _____

Main Dept. _____ 2nd Dept. _____

Date of Birth _____ Date of Hire _____

Township Employee Lives In _____ Rate of Pay _____

Federal Filing Status ____S ____M # of Dependents _____ Additional w/h _____

Local % to W/H _____ (If no rate provided the rate of employers locality will be used)

Withhold LST ? _____ (Y/N) (If N, must provide exemption form)

Does the employee qualify for the 6.2% tax forgiveness? _____ (Y/N) if unsure see HIRE ACT questionnaire.

Deductions from Paycheck:

Medical / Effective Date _____ / _____

Dental / Effective Date _____ / _____

Vision / Effective Date _____ / _____

Simple / 401K / IRA / Effective Date _____ / _____

Other deductions / Effective Date _____ / _____

*** If employee elects Direct Deposit, please attach completed Direct Deposit form.

Please Fax To: (717-307-3159)

- Please include your client name on the top of this sheet
- Please return with employee's first pay
- **DO NOT** include W4 with this form. Keep W4 and I9 for your records.