

**Employee Information - Please complete ALL information legibly;
your paycheck depends on it!**

Company Name:	
First Name:	Middle Initial:
Last Name:	
Social Security Number:	
Address:	
City:	
State:	Zip Code:
Gender:	
Date of Birth:	
Email:	
Phone:	
Hire Date:	
Job Title:	
Banking Information: (Up to 2 bank accounts may be used for Direct Deposit.)	
Account 1: Please deposit \$ _____ (enter \$ or "FULL" if only 1 acct.)	
Bank Name: _____	
Circle One: <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings	
Routing Number: _____	
*Account Number: _____	
Account 2: The remainder of the check will be deposited to (enter 2nd acct):	
Bank Name: _____	
Circle One: <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings	
Routing Number: _____	
*Account Number: _____	
*ATTACH VOIDED CHECK/BANK VERIFICATION FOR EACH ACCOUNT	
Employee Signature:	Date:

**Your name must match your
Social Security card.
(Please submit a copy of SS Card.)**

**Your email will be used to
view & print your paystubs.**



Routing Number Account Number