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Durango CO 81301
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Email: info@payrolldept.biz
Web: https://www.payrolldept.biz/forms.html

New Hire Form

Company Name: _____Client #:_____

Employee's Name: _____
First Middle Initial Last

Employee's Social Security Number: _____

Employee's Mailing Address: _____

City/State/Zip: _____

Employee's Email Address: _____

Employee's Phone Number: _____

Birth Date: _____ Hire Date: _____

Department: _____ PTO/Vacation Eligible? ◯ Yes ◯ No

Pay Type: (Mark ONLY one) ◯ Hourly $_____/per hour ◯ Salary $_____/per pay period

Choose one:

◯ **1099 Contractor: (NO TAX WITHHOLDING) – be sure to fill out W-9**
◯ **Employee: you must fill out info from W-4 below and attach copy of W4**

- **Step 1(c)**: ◯ Single or Married filing separately
  ◯ Married filing jointly (or qualifying widower)
  ◯ Head of Household

Complete Steps 2-4 **ONLY** if they apply, enter dollar amounts below:

- **Step 2**: ☐ (check here if 2c box is checked)
- **Step 3**: $_____ (claim dependents)
- **Step 4(a)**: $_____ (other income)
- **Step 4(b)**: $_____ (deductions)
- **Step 4(c)**: $_____ (extra withholding)

- ☐ Check here if "EXEMPT" is written below 4(c) – see instructions

Special Notes: