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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: _____

Birth Date: _____ Hire Date: _____

Department: _____ PTO/Vacation Eligible? Yes No

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

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: