



2530 Colorado Ave #2B
Durango CO 81301
Ph. 970.259.6960
Fax. 970.259.5331

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: _____

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: