

New Employee Information Sheet

Employee Name: _____

Address: _____

Phone #: _____

Date of Birth: _____

SS#: _____

Department: (example: Butler BHRS) _____

Position: (example: BSC/MT) _____

Rate: _____

Hire Date: _____

Emergency Contact Information

Name: _____ Phone#: _____

Relationship: _____

W-4 Information

Local Tax Information

Line #3 Single or Married: _____ Twp. /Borough _____

Line #5 number of allowances: _____ County _____

Line #6 additional withholdings: _____

Line #7 Exempt? : _____

HR Use Only:

Login/PW	Email	Payroll	401K	Benefits