Sun & Surf Enterprises, Inc.

Office (732)886-8861 • Fax (732) 961-1745
web address: www.sunsurf.org or email: info@sunsurf.org

2019 Employee Information Sheet

PLEASE PRINT CLEARLY

Name _____Social Security # _____

Address _____

City _____ State _____ Zip_____

Date of Birth _____ Date Hired _____

Preferred Phone Number to Reach You_____

Preferred Email Address_____

Person to Contact in Case of Emergency _____

Emergency Phone Number _____

Your Home Phone Number _____

Secondary Phone Number (if applicable) _____

Secondary Email address (if applicable)_____

Last Year Pay Rate _____ This Year Pay Rate _____

Bonus Rate _____ Federal Deductions _____

State Deductions _____ Other _____

*****Federal and State deductions will be taken directly from your completed W-4 forms. *Please make sure you fill out both Federal-W4, State-W4 and SIGN/DATE where indicated.* Federal is single, married, widow, married separate, exempt, or head of household, *and number of exemptions*. Same for NJ State Residents including which letter on the State Tax Table (i.e.: Table A, B, C, D, or E (most are A or B.) If you are 17 or younger you MUST submit Signed Working Papers BEFORE your first paycheck will be released.**