



# Simple Accounting

## EMPLOYEE ADD/CHANGE FORM

Please make sure all fields are accurately completed. Missing data can result in payroll delays.

Employer Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>Social Security Number:</b> ____ - ____ - _____
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<b>Hours this pay period:</b>	
____	____
REGULAR	OVERTIME

<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Re-hire
Employee # _____



Salary: \_\_\_\_\_  
Per Pay Period

Hourly Rate: \_\_\_\_\_

Department: \_\_\_\_\_

Workers Comp Code #: \_\_\_\_\_

Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Male  Female

Full Time

Part Time

Temporary

Seasonal

Ag. 943

Work Visa: \_\_\_\_\_

### SICK LEAVE

Accrual

Other  
\_\_\_\_\_

Hours Used YTD \_\_\_\_\_

Hours Available \_\_\_\_\_

## FEDERAL WITHHOLDING - FORM W-4

Single or Married filing separately

Married filing jointly

Head of household  
(Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 2: (c)

Step 3: Line 3 \$ \_\_\_\_\_

Step 4: 4(a) Other Income \$ \_\_\_\_\_

4(b) Deductions \$ \_\_\_\_\_

4(c) Extra Withholding \$ \_\_\_\_\_

*I had no federal income tax liability in \_\_\_\_\_ and I expect to have NO federal income tax liability in \_\_\_\_\_.*

EXEMPT

NON-RESIDENT ALIEN  
(See IRS NOTICE 1392)

IF YES, PLEASE CHECK ONE BELOW:

I worked before 2021 and I have NOT submitted a 2020 W-4 or earlier W-4.

I completed a 2021 W-4, and/or I began working in 2021 or later.

## STATE WITHHOLDING

Single or Married (with two or more incomes)

Married (one income)

Head of household