



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

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 the 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.**