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## 2020 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.**