



New Hire and Employee Change Form

Company Name		Client #	
Employee #		Badge #	
First Name	Middle Initial	Last Name	
Address			
City	State	Zip	
SSN	Date of Birth	Hire Date	
Full or Part Time	Gender	Hourly Pay Rate	Salary
Pay Frequency	Email Address		
Cost Center/Department	Work State	Remote (Y/N)	SOC Code

Please note, new hires and/or employees should complete a W4 and State Withholding Form with their signature and date for the employers' internal records.

Federal Withholding

State Withholding

Effective Date Filing Status Choose from the following. <ul style="list-style-type: none"> • Single or Married Filing Separately • Married Filing Jointly • Non-Residential Alien • Head of Household 	Effective Date Filing Status Choose from the following. <ul style="list-style-type: none"> • Single • Married • Head of Household
Two or More Jobs Y or N	Number of Allowances
Claim Dependent \$	
Deduction \$	
Other \$	
Additional Withholdings % or \$	Additional Withholdings % or \$
Override Amount % or \$	Override Amount % or \$

Deductions/Earnings Name	Per Pay Period % or \$ Amount



Direct Deposit Employee Authorization

Company Name	
Employee Name	

I authorize DirectPay, or its agent, and the financial institution(s) listed below to deposit my pay automatically to the indicated account(s) and to make adjusting entries including removal of funds if the employer does not make them available. I hereby agree that I will not have DirectPay or my employer deposit any of my funds to either a foreign bank or to a U.S. bank and then have the entire amount forwarded to a bank account in another country.



If you are interested in **direct deposit**, we will need either a personal voided check, letter from the bank with your full (routing/account#), or a screenshot of your personal banking info (routing/account#) from an online source. We cannot accept handwritten information or items typed out on a word doc, email, excel, etc...



If you have multiple accounts that the direct deposit is going to (ex. **checking/savings**), please provide documentation as stated above and indicate the percentage or dollar amount for the corresponding account.

Deposits are normally available two (2) banking days after payroll is processed. It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three (3) pay periods to activate. I understand that neither my employer or DirectPay Payroll Services is responsible for bank errors or bank fees. I may cancel these Direct Deposit(s) at any time. Banking services are provided in accordance with the limitations and restrictions of the National Automated Clearing House Association.

Employee Signature

Date