Curtis W. Davis, CPA

New Hire Information Sheet

Complete one sheet for each new employee added to payroll.

EMPLOYER INFORMATION

Business name: _____

Contact person: _____

EMPLOYEE INFORMATION

Employee full legal name: _____

Employee date of birth: _____ **Date of hire:** _____

PAY INFORMATION

Type of pay (check one): ☐ Hourly ☐ Salary

Rate of pay: $ _____ Rate represents: ☐ Per hour ☐ Annual salary

Frequency of pay (check one): ☐ Weekly ☐ Bi-weekly ☐ Monthly

REQUIRED FORM

☐ Completed Form W-4 is attached

☐ Completed Form W-4 will be provided before the first payroll

BEFORE THE EMPLOYEE'S FIRST PAYROLL

Return this sheet and the employee's completed Form W-4 before payroll is processed.

Notify our office promptly if the employee's pay rate or payroll information changes.