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## New Hire Form

EmployER Name: \_\_\_\_\_ Client #: \_\_\_\_\_

W2 Employee OR  1099 Employee (mark ONLY one)

Employee's Name: \_\_\_\_\_  
First Middle Initial Last

Social Security Number: \_\_\_\_\_

Department and Aloha EE # (if applicable): \_\_\_\_\_

Employee's Mailing Address: \_\_\_\_\_

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

Birth Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Pay Type:  Hourly \$ \_\_\_\_\_ /hr  
(Mark ONLY one)  Salary \$ \_\_\_\_\_ /pay period

### \* Important tax information from W-4:

Tax Filing Status (**line 3**):  Single OR  Married

Federal Exemptions (**line 5**): \_\_\_\_\_ Additional Amount (**line 6**): \$ \_\_\_\_\_

If State is different from Federal:

State Exemptions: \_\_\_\_\_ Additional State Amount: \$ \_\_\_\_\_

### Special Notes:

\* **Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_