



# new employee/change form

Company/Employer \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Primary Work Location \_\_\_\_\_

Name of Employee \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

U.S. Citizen?  Yes  No

Work visa?  Yes  No What Type? \_\_\_\_\_

**\*\*If part-time salary employee,  
list normal hours below  
\_\_\_\_\_ per pay hours**

Date of Birth \_\_\_\_\_ Hire Date \_\_\_\_\_  Full-Time  Part-Time

Hourly Rate \$ \_\_\_\_\_ per hour Salary \$ \_\_\_\_\_ per pay period

Additional Recurring Earnings: Type \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

**Tax Information – Please attach form W-4 and applicable state/local tax withholding forms. AccuPay must receive these forms prior to the new hire’s first payroll. [Click here for AccuPay’s Guide to completing Form W-4.](#)**

	Type	Amount
<b>*Pre-Tax Deductions</b>	_____	_____
	_____	_____
<b>*After Tax Deductions</b>	_____	_____
	_____	_____

**\*Please call  
AccuPay at  
317.885.7600 if  
unsure whether a  
deduction should  
be taken before or  
after tax.**



Please fax completed form to 317.885.7591 or email payroll@accupay.com