

## Pieper Payroll: Employee Setup Information

Company Name: \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

<b>SSN:</b>	<b>Hire Date:</b>	<b>Department?</b>
-------------	-------------------	--------------------

<b>Pay Frequency (check one)</b> <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi Monthly <input type="checkbox"/> Monthly	<b>Pay Type (check one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Commission <input type="checkbox"/> Draw <input type="checkbox"/> Other	<b>Pay Rate</b>
---	---	-----------------

From Your W4 Form – Do not send form	
<b>Status (Box 3)</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, withhold at single rate  <b>Other</b> <input type="checkbox"/> Clergy (FICA exempt) <input type="checkbox"/> LLC Member, Spouse, or Child	<b>Line 5: Allowances</b>  <b>Line 6: Additional \$/% to Withhold Each Check</b>  <b>Line 7: Exempt Withholding</b>

<b>List any recurring payroll deductions with deduction amount per each payroll period.</b>
---

**Direct Deposit – Attach Check**

I, [employee] \_\_\_\_\_, authorize my employer, and its agents, to initiate electronic credit entries, and if necessary, adjustments for any credit entries in error to my checking and/or savings accounts, or successor accounts. This authorization remains in effect until I have informed my employer in writing that I wish to cancel it and my employer has had reasonable time to effect such cancellation. I understand I should contact my bank to verify receipt of funds before use. It is my responsibility to provide proper routing & account numbers. Neither my employer nor their agents are responsible for bank errors or fees.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account Type (circle):   Checking   Savings

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_  
(Include any leading zeros)