



## Employee Payroll Set-Up Form

COMPANY Camp Fire Samish

EMPLOYEE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SOC. SEC # \_\_\_\_\_ EMAIL \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ HIRE DATE \_\_\_\_\_

SEX (CIRCLE)    MALE    FEMALE    OTHER    STATUS (CIRCLE)    SINGLE    MARRIED

- This Section to be completed by the Company Admin or HR Department -

# W-4 DEDUCTIONS \_\_\_\_\_ \$ ADDITIONAL WITHHOLDING \_\_\_\_\_ BOX 7 EXEMPT (CIRCLE)    YES    NO

HOURLY RATE \_\_\_\_\_ SALARY RATE \_\_\_\_\_ CONTRACT PAY RATE \_\_\_\_\_

STATUS (CIRCLE)    FT - S    Temporary  
FT - H    Seasonal  
PT - H (>20 - benefits)    Intern  
PT - H (<20 - no benefits)

NOTES: \_\_\_\_\_

I hereby certify that the above information is verified and correct. I am authorized to provide this information and Unity HR is authorized to process payroll based on the information provided.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_