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# Employee Setup Form

Fax to 303-452-2243 or Email to sales@pharospayroll.com



Questions? Call 303-590-9790

## Employee Information - Complete one form per employee paid in the current year (Please include terminated & inactive)

**Company Name:** \_\_\_\_\_**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
(Legal Name on Social Security Card)**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_**Phone Number (Optional):** \_\_\_\_\_ **Gender:**  Male  Female**Social Security #:** \_\_\_\_\_**Email Address:** \_\_\_\_\_ **Hire Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_**Employee Type:**  Full Time  Temporary  1099  Part Time**Employee Status:**  Active  Terminated  New Hire  Inactive**Select Employee Type (Salary or Hourly)** **Salary Rate:** \$ \_\_\_\_\_ **Annually** **Overtime Rate?** \$ \_\_\_\_\_ **Per Hour** **Hourly Rate:** \$ \_\_\_\_\_ **Per Hour** **Other Rate?** \$ \_\_\_\_\_ **Per Hour**

<b>Deductions:</b>	Name (Medical, Dental, 401(k), etc.)	How Often
	\$	
	\$	
	\$	

<b>Additional Earnings:</b>	Name (Bonus, Auto, etc.)	How Often
	\$	
	\$	
	\$	

**Federal Tax Info:** Filing Status  Single  Married  Head of Household  
(Get From W-4)

Allowances: \_\_\_\_\_ Additional Withholding Amount [\$ or %]: \_\_\_\_\_

**State Tax Info:** Income Tax Filing State: \_\_\_\_\_ Unemployment Filing State: \_\_\_\_\_  
(Get From State-4)Filing Status:  Single  Married  Head of Household  Other

Allowances: \_\_\_\_\_ Add'l Withholding [\$ or %]: \_\_\_\_\_ Flat Withholding [\$]: \_\_\_\_\_

**Local Taxes:** Authority Name: \_\_\_\_\_If the employee moved within the current calendar year, while employed by you, please check here **DIRECT DEPOSIT(S):**

To activate Direct Deposit, please complete. (We'll create a check if blank)



<b>Account Type</b>	<b>Write in \$ amount or "net pay"</b>	<b>Routing Number (9 digits)</b>	<b>Account Number</b>	<b>Bank Name</b>
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				

Any "remainder" will be paid by check.