

New Hire Worksheet

EMPLOYEE:

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<b>FIRST</b>	<b>MIDDLE</b>	<b>LAST</b>
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<b>HOME ADDRESS</b>	<b>CITY, STATE, ZIP CODE</b>
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<b>SOCIAL SECURITY NUMBER</b>	<b>BIRTH DATE</b>	<b>COUNTY OF RESIDENCE</b>
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<b>STATE YOU WILL BE WORKING IN</b>	<b>EMAIL ADDRESS</b>
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**TELEPHONE NUMBER**

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**FEDERAL WITHHOLDING**

- Please attach Page 1 of the 2020 W4

**STATE WITHHOLDING**

- Total Number of allowances you are claiming: \_\_\_\_\_
- Extra Withholding Amount: \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_

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EMPLOYER:

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<b>NAME OF BUSINESS</b>	<b>EMPLOYER IDENTIFICATION NUMBER</b>
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**BUSINESS ADDRESS**

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<b>EMPLOYEE'S HOURLY RATE:</b> _____	<b>EMPLOYEE'S SALARY RATE:</b> _____
<b>EMPLOYEE'S HIRE DATE:</b> _____	<b>DEPARTMENT:</b> _____