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## Employee Information Form Template Free Download

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

Date: \_\_\_\_\_

### Personal Information

- Full Name: \_\_\_\_\_
- Date of Birth (MM/DD/YYYY): \_\_\_\_\_
- Social Security Number (Optional):  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Current Address:
  - Street: \_\_\_\_\_
  - City: \_\_\_\_\_
  - State: \_\_\_\_\_
  - Zip Code: \_\_\_\_\_

### Employment Details

- Start Date (MM/DD/YYYY): \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- Manager's Name: \_\_\_\_\_
- Work Location:
  - Office
  - Remote

- Hybrid

### Emergency Contact Information

- Emergency Contact Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Bank Information for Payroll (Optional)

- Bank Name: \_\_\_\_\_
- Account Holder's Name: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- Routing Number: \_\_\_\_\_
- Account Type:
  - Checking
  - Savings

### Tax Information

1. Federal Tax Withholding Form W-4 Completed:
  - Yes
  - No
2. State Tax Withholding Form Completed:
  - Yes
  - No

### Company Policies and Procedures Acknowledgement

- I acknowledge that I have received, read, and understand the company's policies and procedures.
  - Signature: \_\_\_\_\_
  - Date (MM/DD/YYYY): \_\_\_\_\_