
New Hire Employee Information Form

1. Personal Information

1. Full Name: _____

2. Date of Birth (MM/DD/YYYY): _____

3. Social Security Number (SSN): _____

4. Contact Information:

• Phone Number: _____

• Email Address: _____

5. Current Address:

• Street: _____

• City: _____

• State: _____

• Zip Code: _____

Employment Details

6. Start Date (MM/DD/YYYY): _____

7. Position/Title: _____

8. Department: _____

9. Manager's Name: _____

10. Work Location: _____

- Office
- Remote

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- Hybrid

Emergency Contact Information

11. **Emergency Contact Name:** _____

12. **Relationship:** _____

13. **Phone Number:** _____

14. **Email Address:** _____

Bank Information for Payroll

15. **Bank Name:** _____

16. **Account Holder's Name:** _____

17. **Account Number:** _____

18. **Routing Number:** _____

19. **Account Type:**

- Checking
- Savings

Tax Information

20. **Federal Tax Withholding Form W-4 Completed:**

- Yes
- No

21. **State Tax Withholding Form Completed:**

- Yes

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- No

Company Policies and Procedures Acknowledgement

22. Acknowledgement of Company Policies:

- **Signature:** _____
- **Date (MM/DD/YYYY):** _____