

Fastpay Payroll Services

■ The Latest in Online Payroll Technology!

Employee Setup and Maintenance Form

***Note** Federal HIRE Act Information*

Company No. _____ Company Name _____

Employee Information
Last Name
First Name
Middle Name or Initial
Address
Zip Code
City and State
Gender (M or F)
Fulltime or Part-time: RFT or RPT (circle one)
Birth Date (MM/DD/YY)
Social Security Number
Hire Date
Department No. or Name
Hourly Rate or Salary
Federal Exemptions (please circle one) M or S Exemptions Claiming _____
Additional Federal Withholding (if any) _____
If Applicable: State Withholding % _____ State Withholding Exemptions/Status _____
Additional State Withholding (if any) _____
Restaurants: Directly or Indirectly Tipped (circle one)
Employee Eligible for HIRE Act: Y N Authorization to setup for HIRE Credit: _____ • Please call or refer to our website for further information on the HIRE ACT (Initials required)