

# 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) _____
<b>If Applicable:</b> State Withholding % _____ State Withholding Exemptions/Status _____
Additional State Withholding (if any) _____
<b>Restaurants:</b> 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)

*Our organization does not recommend **emailing** this form. Fastpay Payroll Services accepts no liability for transmission of confidential data via email. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, or contain viruses.*

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