

Update  
Rehire  
New

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

(check here for changes to address, rate of pay or W-4 information ect..)

# New Employee Information Sheet

1 Type or Print your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		↑ <b>To Be Filled out by Employee</b> ↓ <b>To Be Filled out by Employer</b> ↓			
City or town, state, and ZIP code					
<b>FOR EMPLOYER USE ONLY</b>					
3 Company Name		Hire Date	Position	Hourly Rate of Pay \$	Annual Salary
<b>Deductions From Pay</b>					
Type of deduction	Amount of deduction		If deducting for a retirement plan please provide D.O.B  (mm/dd/yy) <b>D.O.B.</b> _____		
Type of deduction	Amount of deduction				
Type of deduction	Amount of deduction				
Type of deduction	Amount of deduction				
<b>W-4 Information</b>					
Filing Status:		Additional withholding:		<u>Federal</u>	<u>State</u>
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate.		<input type="checkbox"/> Exempt			
Number of Allowances from line 5 of Form W4:					
Please fill in all fields and return to Eagle Storm.			<b>EMPLOYER! Please remember, employees who file EXEMPT need to fill out a new W-4 by February 15th of the following year.</b>		
If you have any Questions Please Contact Eagle Storm at (505) 984-0646					
Fax Number: (505) 984-0647					
Eagle Storm	<input type="checkbox"/>	Entered In Quick Books	<input type="checkbox"/>	Entered In New Hires	