



# Employee Setup/Change Form

New Employee

Changes Only

**\*\*Required Information**

## General Information

Company Name: \*\* \_\_\_\_\_ S.S.#: \_\_\_\_\_

Employee Name:\*\* \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employee Number:\*\* \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City,State,Zip: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Gender: \_\_\_\_\_

## Employment Information

Date of Hire: \_\_\_\_\_ Allowances Claimed (W-4): \_\_\_\_\_  Salary  Hourly Pay Rate: \_\_\_\_\_

Additional deductions or instructions: \_\_\_\_\_

Garnishment Instructions:  
(Attach a copy of state letter) \_\_\_\_\_

## Bank/Direct Deposit Information **(attach copy of check)**

**Maximum number of Direct Deposit accounts is three (3). For Direct Deposit into a checking account, please provide a copy of a voided check. For Direct Deposit into a savings account, please provide a deposit slip. For more than one account: Fill in fixed amounts or percentages. Direct Deposits may take up to one payroll cycle to become effective.**

Bank Name: \_\_\_\_\_ Type of Account:  Checking  Savings

Bank ID/Routing No.: \_\_\_\_\_ Primary Account:  Yes  No

Account Number: \_\_\_\_\_ Specify \$ or %: \$ \_\_\_\_\_ % \_\_\_\_\_

Bank Name: \_\_\_\_\_ Type of Account:  Checking  Savings

Bank ID/Routing No.: \_\_\_\_\_ Primary Account:  Yes  No

Account Number: \_\_\_\_\_ Specify \$ or %: \$ \_\_\_\_\_ % \_\_\_\_\_

I authorize Portland Payroll, Inc to initiate electronic credit (Direct Deposit) entries each pay period, and if necessary, debit entries and adjustments for any credit entries in error to the accounts listed above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and are governed by the rules of the National Automated Clearing House Association (NACHA), and I am bound by those rules. This authorization may be discontinued only by my own request in writing.

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

Notes: