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● 405 Urban St. Suite 402 ● Lakewood, CO 80228 ● 303-274-5500 ● FAX 303-274-6820

● Email: [cpa@smithassociatespc.com](mailto:cpa@smithassociatespc.com) ● Web Site: www.smithassociatespc.com

**PAYROLL EMPLOYEE SETUP FORM**

**EMPLOYEE INFORMATION EMPLOYMENT/PERSONAL INFORMATION**

Hire Date: Last Raise Date:

Job Title

Birth Date: Gender Race:

Family of Owner: Officer: Seasonal:

,

EMPLOYEE DEMOGRAPHIC INFORMATION

Date of Birth

SSN #

First Name

Middle Initial

Last Name

TAXING (HOME) ADDRESS:

Address

City State Zip

MAILING ADDRESS: (if different from Taxing Address)

Address

City State Zip

ADDITIONAL ADDRESS INFORMATION:

County School District

Municipality

PHONE, EMAIL and PAYROLL INFORMATION

Home Phone Mobile Phone

Email

Payroll Schedule

Location(s)/Department(s)

**PAYROLL ITEMS/ACCRUABLE BENEFITS**

Pay Item(s): Rate/Salary Amount:

Deduction Item(s): Amount or %:

Accrual Item(s): Accrual Details:

Place Additional Pay/Deduction/Accrual Items on Bottom of Next Page



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**PAYROLL TAX INFORMATION**

**Federal**

Form W-4 Attached (Required): Filing Status: Additional Amount or %:

Fixed Amount or %: Federal Tax Exempt: EIC Advance:

**State(s):**

State(s) W4 Attached (Required):

State Withholding Information:

**DIRECT DEPOSIT INFORMATION**

Direct Deposit: Yes No Attach Voided Check (Checking Acct)

Bank Name:

Bank Account # Bank Routing #

Amount or % for this Account (Default is 100%): Checking/Savings (Circle One)

For More than 1 Direct Deposit Account, put additional bank information below.