

EMPLOYEE INFORMATION SHEET

Paystubs will be provided via a website—a valid e-mail address is required.

Direct Deposit of paychecks is required. No live paychecks will be issued.

Employees cannot work at FSTC until this sheet and ALL referenced forms are completed and turned into Kelley Brubaker, CPA—FSTC Accountant (kelley@jssbltd.com or mobile # 234.207.5772).

To Be Completed By EMPLOYEE	
Employee Name _____	Hire Date MM____/DD____/YY____
Address _____	Birth Date MM____/DD____/YY____
City, State, Zip _____	Social Security No. ____-____-____
E-mail _____	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Complete the following forms and attach to this form:	
<input type="checkbox"/> Authorization for Direct Deposit (<u>Direct Deposit is REQUIRED-live payroll checks will not be issued</u>) <input type="checkbox"/> Ohio Form IT-4	<input type="checkbox"/> Federal Form W-4 <input type="checkbox"/> Federal Form I-9 <input type="checkbox"/> ODJFS New Hire Form
Are you subject to wage garnishments, such as a federal tax or child support garnishment?	
<input type="checkbox"/> Yes If so, attach copies of all garnishment orders <input type="checkbox"/> No	

To Be Completed By COMPANY	
Which types of pay does this employee receive?	
<input type="checkbox"/> Salary \$_____ per _____ <input type="checkbox"/> Hourly \$_____ / hour	
Pay Frequency Every Other Week	Payday details Date(s) or day(s) employees paid <u>6/10/16 check date</u> <i>(for example, every other Friday OR the 15th of every month)</i> Period Covered <u>5/22-6/4</u> <i>(for example, Paycheck on Friday, February 24th covers Sunday, February 5th - Saturday, February 18th)</i>
Notes	