



## EMPLOYEE SET-UP

EMP. ID# \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZP: \_\_\_\_\_

SOC. SEC.# \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

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HIRE DATE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

SEX: M F DEDUCTION # FROM W-4: \_\_\_\_\_ SINGLE / MARRIED  
CIRCLE ONE CIRCLE ONE

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SALARY or HOURLY RATE: \$ \_\_\_\_\_ FULL TIME / PART TIME  
CIRCLE ONE

DIVISION: \_\_\_\_\_ BRANCH: \_\_\_\_\_ DEPT: \_\_\_\_\_

**\*\*\*\*\*PLEASE ATTACH W-4, I-9 & PHOTOS OF ID AND SS CARD\*\*\*\*\***