



# Employee Master File Maintenance

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_ **New**  **Change**  **Re-Hire**   
**Employee Name:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Social Security #:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **WCMP Manual #:** \_\_\_\_\_  
**Location:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Pay Rate:** \_\_\_\_\_ **Hourly:**  **Salary:**  **Pay Frequency:** \_\_\_\_\_  
**Direct Deposit:** Yes:  No:  If Yes complete Direct Deposit form.

### Withholding Information

\*\* See the W-4 form for more details and explanation.

**Filing Status**    **Single**     **Married filing jointly**     **Head of Household**   
 If Married and filing jointly and your spouse also works or you work multiple jobs check this box and fill in  **Box 2**  
 additional income below. \*\*  
 If you expect to claim other deductions besides the standard deduction to reduce withholding check this   
 box and fill in the Additional Deduction amount below. \*\*

<b>Federal</b> Do Not Withhold: <input type="checkbox"/>  # dependents under 17: _____  # Other Dependents: _____  Other Income: _____  Additional Deductions: _____  Alternative % _____  Additional Withholding: _____  Withhold Additional Only: <input type="checkbox"/>	<b>State</b> Do Not Withhold: <input type="checkbox"/>  # of Exemptions _____  # of Dependents _____  Alternative % _____  Additional Amt: _____  Withhold Additional Only: <input type="checkbox"/>
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### Deductions

Description:	\$ Amount or %	Balance / Max



# Employee Direct Deposit Authorization Form

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Account One	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Bank Name</td></tr> <tr><td style="padding: 2px;">Bank Address</td></tr> <tr><td style="padding: 2px;">Bank City, State, Zip</td></tr> <tr><td style="padding: 2px;">Routing Transit #</td></tr> <tr><td style="padding: 2px;">Account #</td></tr> </table>	Bank Name	Bank Address	Bank City, State, Zip	Routing Transit #	Account #	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	Amount for this Account <span style="border: 1px solid black; padding: 5px; font-weight: bold;">Remaining</span>
Bank Name								
Bank Address								
Bank City, State, Zip								
Routing Transit #								
Account #								
Account Two	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Bank Name</td></tr> <tr><td style="padding: 2px;">Bank Address</td></tr> <tr><td style="padding: 2px;">Bank City, State, Zip</td></tr> <tr><td style="padding: 2px;">Routing Transit #</td></tr> <tr><td style="padding: 2px;">Account #</td></tr> </table>	Bank Name	Bank Address	Bank City, State, Zip	Routing Transit #	Account #	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	Amount can be \$ or %  Amount for this Account <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
Bank Name								
Bank Address								
Bank City, State, Zip								
Routing Transit #								
Account #								
Account Three	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Bank Name</td></tr> <tr><td style="padding: 2px;">Bank Address</td></tr> <tr><td style="padding: 2px;">Bank City, State, Zip</td></tr> <tr><td style="padding: 2px;">Routing Transit #</td></tr> <tr><td style="padding: 2px;">Account #</td></tr> </table>	Bank Name	Bank Address	Bank City, State, Zip	Routing Transit #	Account #	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	Amount can be \$ or %  Amount for this Account <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
Bank Name								
Bank Address								
Bank City, State, Zip								
Routing Transit #								
Account #								
Account Four	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Bank Name</td></tr> <tr><td style="padding: 2px;">Bank Address</td></tr> <tr><td style="padding: 2px;">Bank City, State, Zip</td></tr> <tr><td style="padding: 2px;">Routing Transit #</td></tr> <tr><td style="padding: 2px;">Account #</td></tr> </table>	Bank Name	Bank Address	Bank City, State, Zip	Routing Transit #	Account #	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	Amount can be \$ or %  Amount for this Account <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
Bank Name								
Bank Address								
Bank City, State, Zip								
Routing Transit #								
Account #								
Account Five	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Bank Name</td></tr> <tr><td style="padding: 2px;">Bank Address</td></tr> <tr><td style="padding: 2px;">Bank City, State, Zip</td></tr> <tr><td style="padding: 2px;">Routing Transit #</td></tr> <tr><td style="padding: 2px;">Account #</td></tr> </table>	Bank Name	Bank Address	Bank City, State, Zip	Routing Transit #	Account #	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	Amount can be \$ or %  Amount for this Account <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
Bank Name								
Bank Address								
Bank City, State, Zip								
Routing Transit #								
Account #								

I authorize my employer \_\_\_\_\_, and its agents, including Financial Institutions, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking and/or savings accounts listed above. This authorization will remain in effect until I have informed my employer in writing that I wish to cancel it, and my employer has had a reasonable time to effect such cancellation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Print

\_\_\_\_\_  
Date