

NEW HIRE/CHANGE REPORTING FORM


☐ NEW HIRE ☐ CHANGE ☐ TERMINATED

COMPANY INFORMATION

Company Name _____

Company Number _____

EMPLOYEE INFORMATION (BOLD ITEMS INDICATE REQUIRED INFORMATION):

Social Security Number: _____**Phone:** _____**Employee Number:** _____

Ethnicity: _____

Last Name: _____**Date of Birth:** _____ Gender: ☐ M ☐ F**First Name:** _____

Branch Number: _____

Middle Initial: _____

Department Number: _____

Address: _____**Current Hire Date:** _____ ☐ Full-Time ☐ Part-Time

Address 2: _____

Original Hire Date (if returning): _____

City: _____**Termination Date:** _____**State:** _____**Rate of Pay:** _____ ☐ Hourly ☐ Salary**Zip Code:** _____**Default OH BWC Code:** _____

County: _____

Default Job: _____

TAXES AND DEDUCTIONS:

☐ W2 Employee ☐ 1099 Employee: If blank, employee will be set up as a W-2 employee**ACA Status:****Filing Status:****Additional Deductions:**

Please list deductions as amount per pay.

☐ Block Tax☐ Multiple Jobs or Spouse Works

Child Support Amount: _____ /pay

Dependents Amount: _____

Garnishment Amount: _____ /pay

Other Income Amount: _____

Case Number: _____

Deductions Amount: _____

Order Number: _____

Additional \$: _____

We need a copy of ALL Court Orders

State Exemptions: _____

Medical Insurance Amount: _____ /pay

***Local Tax to Withhold:** _____

Dental Insurance Amount: _____ /pay

****School District:** _____☐ Amount: _____ /pay☐ Amount: _____ /pay

* Local Tax to Withhold defaults to the City you physically work in – if you are requesting Courtesy / Residential Tax please speak with your employer to confirm they approve as it's an additional charge.

** School District is required to be withheld by the employer. You can find your school district by going to: https://thefinder.tax.ohio.gov/streamlinesalestaxweb/default_schooldistrict.aspx. Under Lookup Tax Rate Choose - Address. Enter your home address and click Lookup (enter your School District Above)