

**ATTENTION PAYROLL**

Hiring notice for a new employee

**Fax first day of employment to: (937) 695-1353**

**PLEASE PRINT**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Hire Date \_\_\_\_\_

Store Location \_\_\_\_\_

Pay Rate Wk. \_\_\_\_\_ Hr. \_\_\_\_\_

W-4 Forms Marital Status(circle one) S or M

Number of State Dependents \_\_\_\_\_

Number of Federal Dependents \_\_\_\_\_

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

\_\_\_\_\_  
Manager Signature

0441