

# New Hire/Change Form

(Please complete all fields)

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

**New Hire**

**Re-Hire**

**Change**

Emp ID: \_\_\_\_\_

First Name: \_\_\_\_\_

M.I.: \_\_\_\_\_

Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone \_\_\_\_\_

Soc Sec #: \_\_\_\_\_

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

Date of Hire: \_\_\_\_\_

**Marital Status** (circle one): Single or Married **Gender** (circle one): Male or Female

**Race** (circle one): Asian Black Hispanic Native American White Other

**Rate of Pay:** \$ \_\_\_\_\_ per \_\_\_\_\_ Hourly or Salary

**Filing Status:** Single Married Married but withhold at Single

**Federal Exemptions:** \_\_\_\_\_ **Additional amount to withhold** (if any) \$ \_\_\_\_\_

**State Exemptions:** \_\_\_\_\_ **Additional amount to withhold** (if any) \$ \_\_\_\_\_

**Local Withholding:** \_\_\_\_\_ Grand Rapids Resident \_\_\_\_\_ Walker Resident  
(\*\*Only where applicable) \_\_\_\_\_ Grand Rapids Non-Resident \_\_\_\_\_ Walker Non-Resident  
\_\_\_\_\_ None \_\_\_\_\_ Other: \_\_\_\_\_

**Department:** \_\_\_\_\_

(i.e. Officers, Production, Staff, Driver, Mechanical, etc.)

Please fax this completed form with your payroll worksheet to Tawney & Company, PC @ 456-1155