



5401-A South Blvd.
Suite 287
Charlotte, NC 28217
Tel (704) 625-3889
Fax (704) 525-2174
www.payrollmatters.net

NEW EMPLOYEE DATA SHEET / CHANGE SHEET

New Employee

Employee Changes

Company: _____ Client #: _____

Employee Name: _____ Social Security #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____ WC Job Code: _____

Date of Hire: _____ Date of Termination: _____

Rate of Pay: \$_____/hr Salary: \$_____ Department: _____

Tax Questions:

Federal Married Single Exemptions: _____ Extra: \$ _____

State: Married Single Exemptions: _____ Extra: \$ _____

1099 (independent contractor) Yes No Tax Exempt: Yes No

Additional Information/Requests:

