

Accurate Bookkeeping & Payroll Service

13209 White Birch Terrace
Davidson, NC 28036

Fax: 704/655-9254

Phone: 704/895-6030

Email: abps@bellsouth.net

Company Name: _____

New Hire

Change

Employee Name: _____

St.Address: _____

City/St/Zip: _____

SS# _____ Dept. _____

Sex: M DOB: _____ Hire Date: _____

Tax Filling Status: Married Single

Federal Exemptions _____ Additional Amt _____

State Exemptions _____ Additional Amt _____

Special Tax Notes or deductions / Child Support/ etc.

Dept.	_____	Rate:	0
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Type of Pay: (Circle) Hourly Commission

If variable rates please list rates below:

If Salary: Is full salary to be paid this period? Yes / No

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City/St/Zip: _____

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