



[DALTON, GA OFFICE](#)  
 2518 Cleveland Hwy, Suite 3 Dalton, GA 30721 (706)529-2915

[CLEVELAND, TN OFFICE](#)  
 2449 Spring Creek Blvd NE, Cleveland, TN 37311 (423)479-5686

### PAYROLL EMPLOYEE INFORMATION

NEW EMPLOYEE       UPDATE FILE

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

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SSN: \_\_\_\_\_

Marital Status:  Single or Married Filing Separately     Married filing jointly     Head of Household

Federal Allowance: \_\_\_\_\_ State Allowance: \_\_\_\_\_

Pay Rate	Pay Type (Regular, Overtime, Holiday)

### Direct Deposit Info

Routing Number	Account Number	Checking or Savings	Institution	Amount or Percent

*I hereby authorize the company listed above to directly deposit my pay to the account listed. This authorization will remain in effect until I modify or cancel it in writing.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

