



NETCHEXSM
THE DIFFERENCE IN EMPLOYER SERVICES

New Hire Form

NETCHEX Client Name: _____

Employee Information:

* **First Name:** _____ * **Last Name:** _____

* **Social Security Number:** _____ - _____ - _____ * **Birth Date:** _____

* **Address:** _____

* **City:** _____ * **State:** _____ * **Zip:** _____

* **Hire Date:** _____ **Home Department:** _____

Hourly or Salary (circle one) **Pay Frequency:** _____

Hourly Rate or Annual Salary: _____

Tax Information:

Withholding State: _____ **Unemployment State:** _____

Fed Marital Status: _____ **Federal # of Exemptions:** _____

State Marital Status: _____ **State # of Exemptions:** _____

Deduction Setup:

<u>Deduction Type</u>	<u>Deduction Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please Note: Items marked with an * are MANDATORY for new hire reporting.