



VHP Payroll Services

New Employee/Hire Information Sheet

COMPANY NAME: _____

Company Number: _____

Name: _____

Address: _____

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

Hourly Wage: _____

Salary: _____

Employee Number: _____

Employee Field: _____

(Provide the correct General Ledger account)

State _____ **Federal** _____ **Other** _____

Marital Status _____ **Exemptions:** _____

Please be sure that all proper federal and state forms have been completed along with this form.