



## New Employee/Rehire Employee Information Sheet

Please provide the following information for all new hires or rehired employees. All fields are required.

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

Full Name of Employee: \_\_\_\_\_

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

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

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Status: Full Time:    Part Time:    Date of Hire: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Department (if not applicable write N/A): \_\_\_\_\_

Location (if not applicable write N/A): \_\_\_\_\_

Pay: Hourly:    Salary:    Other: \_\_\_\_\_ Rate: \_\_\_\_\_ per \_\_\_\_\_

SOC Code (required for ALL employees): \_\_\_\_\_ Job Title: \_\_\_\_\_

*Find SOC code at [www.hoosierdata.in.gov/coder](http://www.hoosierdata.in.gov/coder)*

Additional Information: \_\_\_\_\_

When submitting new hire or rehire paperwork to Certified Payroll Associates, please include the following forms:

- New Employee/Rehire Information Sheet
- Current year Form W-4
- Indiana Form WH-4 (or other state equivalent)
- Employee Direct Deposit Enrollment Form