



EMPLOYEE PHOTO CV

COMPANY: _____

New Hire/First Time Setup: _____ Active Employee Change: _____

Employee: _____
Last Name First Name MI

Address: _____
Street Address

City _____ State _____ Zip _____
 SSN: _____ Hire Date: ___/___/___ Birth Date: ___/___/___ Sex: M F

Division: _____ Location: _____ Dept: _____

Pay Cycle: Weekly BiWeekly Semi Monthly Monthly Hourly Salary

Salary Per Pay Period: _____

Hourly Rate 1: _____ Rate 2: _____ Rate 3: _____ Rate 4: _____

Employee Email Address: _____

Tax Deductions	Filing Status S or M or HH	# Of Exemptions	Flat \$ Amount Or Extra \$ or %
Federal:			
State:			

Recurring Earnings:

Description	Amount \$	Per Pay Period / Per Month

Recurring Deductions:

Description	Pre / Post	Amount	Per Pay Period / Per Month

Special Instructions:

Direct Deposit Employee Authorization

Company Name:	
Employee Name:	Employee Number: (if applicable)

I authorize you and the financial institution(s) listed below to deposit my pay automatically to the indicated account(s) and to make adjusting entries as may be required.

Bank/Credit Union	State	Type Cj gem One	Amount Percentage &" . 'qt' Pgv	Account and Routing Number
		Ckg Sav		A - R -
"		Ckg Sav		A - R -
		Ckg Sav		A - R -

Please Check One:

<input type="checkbox"/>	New or Additional Direct Deposit		
<input type="checkbox"/>	Change the Bank or Account Number on an Existing Direct Deposit		Account Number to be replaced:
<input type="checkbox"/>	Change the Amount of an Existing Direct Deposit	Amount was:	Amount changed to:
<input type="checkbox"/>	Other, Please Explain:		

PLEASE ATTACH A VOIDED CHECK FOR THE DIRECT DEPOSIT BANK ACCOUNT AS VERIFICATION FOR EACH REQUEST

It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three pay periods to activate. I understand that neither my employer nor Payroll & Benefits Solutions, LLC is responsible for bank errors or fees. I may cancel this Direct Deposit(s) at any time.

Signature: _____

Date: _____