Business Payroll Services
Employee information setup

WELLS FARGO

Company name

○ *New*   ○ *Change*

Complete for each employee or provide a report with the following information.   * Indicates required field.

† **Date of birth and date of hire required for any retirement plan or if using New Hire Reporting. Date of hire required for Time Off Accruals.**

1. Employee information

Social security number *   Employee ID   Company ID

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Last name *   First name *   MI

Address 1 *   Address 2

City *   State *   Zip code *

Date of birth †   Gender   Department   Current hire date †   Termination date

Current status code   Position status *(for timeclock import)*   Salary amount   Hourly rate 1   Hourly rate 2

○ Active   ○ Terminated   ○ Inactive   ○ Full Time   ○ Part Time

Pay frequency   Workers' comp code

○ Weekly   ○ Bi-Weekly   ○ Semi-Monthly   ○ Monthly   ○ Other

2. Tax withholding status

Federal marital status *   Federal exemptions *

○ Single   ○ Married   ○ Married, but withholding at Single rate   Number:

Federal withholdings   Amount   Percentage   State withholdings   Amount   Percentage

○ Flat rate   ○ Additional   ○ $ ○   %   ○ Flat rate   ○ Additional   ○ $ ○   %

State marital status   State exemptions

○ Single   ○ Married   ○ Married, but withholding at Single rate   Number:

SIT/SDI state   SUI state   Local tax / county

3. Recurring earnings/deductions *(Per pay period, in addition to standard tax deductions)*

Description	Select one:	Amount	Percentage
	○ Pre-tax ○ Post-tax	○ $	○ %
Description	Select one:	Amount	Percentage
	○ Pre-tax ○ Post-tax	○ $	○ %

4. Time off balance *(if you want Wells Fargo Business Payroll Services to track time off balances)*

Description	Balance
Description	Balance

5. Direct deposit information *(It can take one to two payroll periods for you to begin receiving direct deposits.)*

Bank name   Account type   Amount to be deposited *(select dollar or percentage)*

○ Checking   ○ Savings   ○ $ ○   %

Routing/transit number *(must start with 0, 1, 2 or 3)*   Account number

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