



EMPLOYEE INFORMATION FORM

Employee Information Required for Payroll

Full Legal Name (First, Middle, and Last Name) *

Date of Birth *

Date of Hire *

Social Security Number *

Marital Status *

Current Address *

City, State and Zip Code *

Employment Verification Document(s)

In the space below or as an attachment, provide a copy of all document(s) used to establish employee's Identity and Employment Authorization (e.g., a Passport, or a Driver's license and Social Security Card; see I-9 for full Lists of Acceptable Document) *

Employee Contact Info

Employee Phone Number *

Employee Alternate Phone *

Employee Email Address *

Emergency Contact Info

Emergency Contact Person *

Relationship to Employee *

Phone Number *

Alternate Phone Number / Other Contact Info *