



**TaxBee**  
Tax & Accounting Service

## Employee Information Form

\* Denotes required field

**First Name \*** **MI** **Owner/Officer**

**Last Name \***

**Address 1 \***

**Gender \***

Male

Female

**Address 2**

**City \***

**State \***

**Zip \***

**Social Security Number \***

**Date of Birth \***

**Date of Hire \***

- -

/ /

/ /

**Email Address**

**Pay Rate (check one) \***

**Amount \***

**Department**

**Tax Status (check one) \***

Hourly

Salary

\$

.

W-2

1099

**Pay Frequency (check one) \***

Weekly

Bi-weekly

Semi-monthly

Monthly

Quarterly

Annually

**Federal Filing Status (check one) \***

Single

Married - single rate

Married

Head of Household

**Additional Federal Withholding \***

Multiple Jobs or Spouse Works

Dependents age 17 & younger

Deductions

Other Income

Other Dependents

Additional Withholding

**State Filing Status (check one) \***

Same as Fed

Single

Married - single rate

Married

Head of Household

**Additional State Tax Info \***

Additional Amount Withheld?

\$ or %

Allowances

PA PSD Lived In

PA PSD Worked In

### Direct Deposit Information

**Bank Routing # \***

**Bank Routing #**

**Bank Account # \***

**Bank Account #**

**Account Type (check one) \***

Checking

Savings

**Account Type (check one)**

Checking

Savings

**Deposit Amount (check one) \***

Full Amount

Partial \$

.

Partial %

.

**Deposit Amount (check one)**

Remainder

Partial \$

.

Partial %