



New Employee Information Sheet

Employee Name: _____

Permanent Address: _____

Email Address: _____ Phone Number: _____

Birth Date: _____ Social Security #: _____

Drivers License: _____ Exp. Date: _____

Do you currently attend GBC regularly? yes _____ no _____

For Office:

Hire Date: _____

Will employee be paid by direct deposit? _____ Yes _____ No

Tax Information from W4:

____ Married ____ Single ____ Married, but withhold at higher Single rate

____ Total number of allowances

Pay Information:

Type of Pay:

____ Salary \$ _____

____ Hourly \$ _____ per hour

Job: _____

Department: _____