

Federal W4		Employee No (from last page of Input Sheet)	
First Name	MI	Last Name	Social Security #
Home Address (number and street or rural route)		Filing Status	
		Single	Married
City or Town	State	Zip Code	Head of Household
Step 2(c) 2 Jobs ?		Y or N	Step 4 (c) Additional FIT
Step 3 Claim Dependents		\$	
Step 4 (a) Other Income		\$	Dollars
Step 4 (b) Other Deductions		\$	% of Gross
Exempt from FIT			.00
Exempt from SS and Med			
Exempt from FUTA			
1099 Contractor			

State W4 & Info																										
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Local (Attach Local Tax Bill)	
Locality Name	

Additional Employee Info																												
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Employee Name: _____

Commercial New Employee Sheet / R&L DataCenters

Direct Deposit Information (Attach voided check or bank spec sheet & complete Direct Deposit Authorization)

Deduction Code	Bank Routing Number (9 digits)	Account #	Checking / Savings	% of Net/Gross or \$ Amount	Status (Circle pre-note or live direct deposit)
% Net				_____ % of Net	Pre-note / Live
% Net				_____ % of Net	Pre-note / Live
D66			<i>Savings</i>	\$ _____	Pre-note / Live
D67			<i>Checking</i>	\$ _____	Pre-note / Live
D_____				\$ _____	Pre-note / Live

Earnings (Permanent) **Should all second (and multiple) checks be directly deposited for this employee?** (circle) **YES / NO**

Cycle Code	Department Charged	Earnings Description	Amount \$	Rate \$
		E_____		
		E_____		
		E_____		

Deductions (Permanent) (Attach applicable support documentation, if any)

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			
D_____			

THIS PAY ONLY EARNINGS

Department Charged	Earnings Description	Regular Hours	Overtime Hours	Amount \$	Rate \$
	E_____				
	E_____				

THIS PAY ONLY

DEDUCTIONS

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			