Business Payroll Services New Jersey W4 employee information setup



Company name	61			1
	O New O Char			Ŷ :
Complete for each employee or provide a report with the following information	n. * Indicates required fie		ma Off Accruais	P
Date of birth and date of hire required for any retirement plan or if using No	ew Hire Keporting. Date of n	ire required for 11	ille Oli ACGUSIS.	
1. Employee information				
Social security number *	Employee ID	Com	pany ID	
Last name *	First name *		MI	1
Address 1 *	Address 2			1
City*	State *	Zip	code *	Š
Date of birth Gender Department	Current hir	e date	Termination date	10° 120 36°
Current status code Position status (for timeclock import,	Salary amount	Hourly rate 1	Hourly rate 2	3
O Active O Terminated O Inactive O Full Time O Part Time	4			
The second secon	manager a manager and manager	Workers' comp co	de	5
Pay frequency ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly ☐ Other	i			į
O WEERLY O SERI MIDITARY S MIDITARY				
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	
O Flat rate C Additional OS C 9	6 C Flat rate C Additiona	al : 0.\$		
a it is the lating codes * (Thomas only one)		-		
3. New Jersey withholding codes * (Choose only one) 1- Select the appropriate withholding rate letter based on the NJ-W4 wag	ge chart.			9
CA CB OC OD CE				2
O 2-1 claim exemption from withholding of NJ Gross income Tax and I certif	fy that I have met the condition	ons in the instructi	ions of the NJ-W4.	N No.
4. Recurring earnings/deductions (Per pay period, in addition to standar				
4. Recurring commissions in a pay person	Select one:	Amount	Percentage	
Description	© Pre-tax © Post-tax	- 0 \$	Ç	%
		Amount	Percentage	
Description	Select one:	. O \$	O .	%
	○ Pre-tax ○ Post-tax			3
5. Time off balance (if you want Wells Fargo Business Payroll Services to track t	ime off balances)			
Description	Balance			
4	1			,
Description	Balance			j.
Description	•			<u> </u>
	3 8 48	75. 15		
6. Direct deposit information (It can take one to two payroll periods for you	ou to begin receiving direct depo	Amount to bo	deposited (select dollar or p	ne rentane
Bank name	Account type Checking C Savings		deposited (select dollar or p	e centage %
The second secon	Checking C Saving	3>	The second secon	
Institute and the same and the	E			19
Routing/transit number (must start with 0, 1, 2 or 3)	Account number			

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