

Business Payroll Services

Employee information setup

WELLS
FARGO

Company name

● New ○ Change

Complete for each employee or provide a report with the following information.

* Indicates required field.

* Date of birth and date of hire required for any retirement plan or if using New Hire Reporting. Date of hire required for Time Off Accruals.

1. Employee information

Social security number *		Employee ID	Company ID	
Last name *		First name *	MI	
Address 1 *		Address 2		
City *	State *	Zip code *		
Date of birth *	Gender	Department	Current hire date *	Termination date
Current status code	Position status (for timeclock import)		Salary amount	Hourly rate 1
○ Active ○ Terminated ○ Inactive	○ Full Time ○ Part Time			Hourly rate 2
Pay frequency			Workers' comp code	
○ Weekly ○ Bi-Weekly ○ Semi-Monthly ○ Monthly ○ Other				

2. Tax withholding status

Federal marital status *		Federal exemptions *	
○ Single ○ Married ○ Married, but withholding at Single rate		Number:	
Federal withholdings	Amount	Percentage	State withholdings
○ Flat rate ○ Additional ○ S		○	Amount
		%	Percentage
			%
State marital status		State exemptions	
○ Single ○ Married ○ Married, but withholding at Single rate		Number:	
SIT/SDI state	SUI state	Local tax / county	

3. Recurring earnings/deductions (Per pay period, in addition to standard tax deductions)

Description	Select one:	Amount	Percentage
	○ Pre-tax ○ Post-tax	○ \$	○
			%
Description	Select one:	Amount	Percentage
	○ Pre-tax ○ Post-tax	○ \$	○
			%

4. Time off balance (if you want Wells Fargo Business Payroll Services to track time off balances)

Description	Balance
Description	Balance

5. Direct deposit information (It can take one to two payroll periods for you to begin receiving direct deposits.)

Bank name	Account type	Amount to be deposited (select dollar or percentage)
	○ Checking ○ Savings	○ \$ ○
		%
Routing/transit number (must start with 0, 1, 2 or 3)	Account number	

***** To start direct deposit immediately please include a voided check *****