



PaySMART

PAYROLL SERVICES

108 Frederick Street • Greenville • SC • 29607

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www.paysmartsc.com

payroll@paysmartsc.com

Employee Information

Legal Name: _____

Date of Birth: _____

Address: _____

Social Sec Number: _____

City, State, Zip: _____

Email Address: _____

Payroll Information

Company Name: _____

Hire Date: _____

Hourly Rate: _____ Department: _____

Salary Amount: _____ Department: _____

Additional Info: _____

Tax Information

Tax Status: Single or Married filing Separately Married filing jointly Head of Household

Exempt

Form Needed:

Federal W-4 (2021 version)

SC W-4 (2021 version)

Direct Deposit

Bank Name: _____ Checking Savings

Bank Routing Number: _____

Account Number: _____

Forms Needed:

Kotapay Direct Deposit Authorization

Voided Check (or Bank Verification Form)