



Paysmart

PAYROLL SERVICES

108 Frederick Street • Greenville • SC • 29607

864-467-0919 • Fax: 864-242-4559

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: _____

Full Time

Part Time

Hourly Rate: _____ Department: _____

Salary Amount: _____ Department: _____

Additional Info: _____

Employment Verification: Due within 3 days of employee's hire date if Paysmart processes your E-Verify.

Page 1 is to be filled out by the **Employee**.

Page 2 is to be filled out by the **Employer** using the original forms of identification provided by the employee.

Form Needed:

- Federal I-9 (2022 version)
- Copies of documents provided for verification

Tax Information

Federal and State use a different withholding method, and both forms below are required. Additional State forms are available upon request if Employees work in a different state.

Form Needed:

- Federal W-4 (2022 version)
- SC W-4 (2022 version)

Direct Deposit

Bank Name: _____ Checking Savings

Forms Needed:

- Kotapay Direct Deposit Authorization
- Voided Check (or Bank Verification Form)