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NEW EMPLOYEE FORM

Employee Information

Legal Name: _____ Date of Birth: _____
City, State, Zip: _____ Social Sec Number: _____
Email Address: _____

Payroll Information

Company Name: _____
Hire Date: _____ Full Time Part Time
Hourly Rate: _____ Department: _____
Salary Amount: _____ Department: _____
SOC code: _____ Additional Info: _____

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

The top portion of page 1 is to be filled out by the **Employee**.

The bottom portion of page 1 is to be filled out by the **Employer** using the original forms of identification provided by the employee.

Form Needed:

- Federal I-9 (2024 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 (2024 version)**
- SC W-4 (2024 version)**

Direct Deposit

Bank Name: _____ Checking Savings

Forms Needed:

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