



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: _____ 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**
- 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**
- SC W-4**

Direct Deposit

Bank Name: _____ Checking Savings

Forms Needed:

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