
Tax Form for New Employee

Personal Information

- Full Name: _____
- Social Security Number (SSN) or Taxpayer ID:

- Date of Birth: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Filing Status

- Filing Status (for tax purposes): Single Married Filing Jointly Married Filing Separately Head of Household Qualifying Widower
- Dependents (if any): _____
- Number of Exemptions Claimed:

Income Tax Withholding

- Additional Amount to Withhold (if any): \$ _____
- Exempt from Withholding: Yes No (If yes, attach the exemption certificate)

Deductions

- Allowable Deductions: _____

- **Adjustments to Income (if any):**

Direct Deposit Information (for tax refunds)

- **Bank Name:** _____
- **Account Number:** _____
- **Routing Number:** _____

Acknowledgment

I hereby declare that the information provided in this form is true and correct to the best of my knowledge.

- **Employee Signature:** _____
- **Date:** _____
- **Employer/HR Signature:** _____
- **Date:** _____