This form is used to collect the necessary information for payroll processing. Please provide accurate and complete details. All information will be kept confidential.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: | [Insert Full Name] | Job Title: | [Title] |
| Employee ID: | [Emp ID] | Department: | [Department] |
| Phone Number: | [Insert] | Email Address: | [Insert] |

**Banking Information: (***This section is required if you choose direct deposit for payroll.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name: | [Insert Bank Name] | Bank Address: | [Insert Address] |
| Account Type: | ☐ Checking ☐ Savings | Account Number: | [Insert Number] |
| Routing Number: | [Insert Routing] | SWIFT Code: | [if applicable for international transfer] |

**Payment Preference**

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred Payment Method: | ☐ Direct Deposit | ☐ Check | ☐ Other (specify): |
| Pay Frequency: | ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other: | | |

**Tax Information (***Attach relevant tax forms (e.g., W-4 or equivalent).*

|  |  |  |
| --- | --- | --- |
| Tax Filing Status: | ☐ Single ☐ Married Filing Jointly ☐ Other | |
| Additional Tax Withholding (if applicable): | | $[amount] |

**Additional Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Deductions (if any, e.g., loans, garnishments): | $[amount] | Notes/Special Instructions: |  |

**Acknowledgment & Authorization**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the information provided in this form is accurate and up-to-date. I authorize [Company Name] to process my payroll as per the details provided. I agree to notify the HR/Payroll department of any changes to this information.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |