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## Employee Profile & Form W4 *(Please print clearly)* Rev. 1/2021

**Company Name:** \_\_\_\_\_

**STEP 1: Employee Profile Information:**

First: \_\_\_\_\_ MI: \_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Dept: #/name \_\_\_\_\_

Per Pay Period Salary: \$ \_\_\_\_\_ **OR** Hourly Pay Rate: \$ \_\_\_\_\_

**(Circle One)-**    Male-----Female

Employee Email Address: \_\_\_\_\_

**Step 2:** Complete Form W4 - You can access this form at [www.irs.gov](http://www.irs.gov).  
Consult with your tax advisor if you have questions on how to complete this form.

**Select ONE below:**

\_\_\_\_\_ Single or Married filing separately

\_\_\_\_\_ Married filing jointly (or Qualified widow(er))

\_\_\_\_\_ Head of Household (check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

# \_\_\_\_\_ Enter the total number of qualifying children under age 17

# \_\_\_\_\_ Enter the total number of other dependents

***Return the Employee Profile Form and Form W4 to your employer***