

PERSONAL DATA :

EMPLOYEE NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE _____

EMERGENCY DATA:

CONTACT/RELATIONSHIP _____
DAYTIME PHONE _____

PAYROLL DATA:

SOCIAL SECURITY # _____
MARITAL STATUS _____
W-4 EXEMPTIONS* _____

INSURANCE DATA:

DRIVERS LICENSE # _____
BIRTHDATE _____

EMPLOYEE BENEFIT DATA:

INS. BENEFICIARY/ RELATIONSHIP _____
SPOUSE'S NAME / BIRTHDATE _____
DEPENDENTS NAME / BIRTHDATE _____
DEPENDENTS NAME / BIRTHDATE _____
DEPENDENTS NAME / BIRTHDATE _____
DEPENDENTS NAME / BIRTHDATE _____

*IF YOU CLAIM EXEMPT OR MORE THAN 10 ALLOWANCES ON YOUR W-4, THE IRS
REQUIRES THAT WE SEND THEM A COPY OF YOUR W-4. IT SHOULD BE NOTED
THAT A \$500 PENALTY MAY BE ASSESSED AGAINST ANY INDIVIDUAL WHO DECREASES
HIS WITHHOLDING BY FILING A W-4 WITH ALLOWANCES THAT HAVE NO REASONABLE
BASIS .