

Alaska's Best Payroll Solution Inc.

Many payroll needs, one BEST solution!

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Company Name		
<i>Employee Number</i>	<i>Timecard Number</i>	
<i>Location</i>	<i>Department</i>	
<i>Job Title or Description</i>		
Employee Name (Last, First, MI)		
Address		
City	State	Zip
<i>Employee Email</i>		
SSN	<i>Hire Date</i>	<i>DOB</i>
Pay Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Commission <input type="checkbox"/> Other	
Pay-notes		
<i>List any additional pay items As well as garnishments or voluntary deductions. Attach all necessary supporting documentation</i>		
Withholding Status		Exemptions
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher single rate		<i>Additional amount to withhold</i> \$\$
Will employee be getting direct deposit? Yes No		
<i>If yes, please fill out banking information on second page. We'll need a FULL ACCOUNT NUMBER to ensure accurate deposit please attach voided check for verification.</i>		

Include copies of

- IRS FORM W-4** **IRS FORM I-9**