

6425 Old Plank Road, Suite 111  
High Point, NC 27265  
[tel] 336-885-5056  
[fax] 336-885-5080  
[www.PayrollSolutions.com](http://www.PayrollSolutions.com)

**ADD                      CHANGE                      TERMINATE                      (CHECK ONE)**

**Client Name:** \_\_\_\_\_ **Client ID:** \_\_\_\_\_

**Employee Number (optional):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

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

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

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Department (optional):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Date of Hire (or Rehire):** \_\_\_\_\_ **Original Date of Hire:** \_\_\_\_\_

**Gender:**                      **Male**                      **Female**

**Hourly Rate (if applicable):** \_\_\_\_\_

**Salary Rate (if applicable):** \_\_\_\_\_

**Filing Status & Exemptions (Fed.):** \_\_\_\_\_

**Filing Status & Exemptions (State):** \_\_\_\_\_

**Pre Tax Deductions:**  
**(125 ins, 401k)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**After Tax Deductions:**  
**(loans, child supp, ins.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Effective date**  
**of change or termination:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_