



What do I need to setup a new employee?

We are pleased to help you organize your new hire paperwork. Yes, onboarding a new employee requires some paper pushing. There are required federal and state forms as well as payroll forms that you may want to take advantage of to make your and your employees' lives more convenient.

****You must maintain all original employee paperwork in your files in the event of an audit, etc. Please do not provide Paper Trails with originals of federal or state required forms. We shred all new employee information once it has been loaded into our system. Employee files are required to be stored and maintained for up to 3 years from the date of termination.**** Paper Trails does offer electronic onboarding and employee document storage. Ask your processor for more information about this service.

Paperwork required by law:

- Each employee should complete a federal W4 form selecting their tax withholding preferences. Be sure the employee and employer both sign this form.
- For employment eligibility purposes, each employer must maintain a form I-9 on file, with copies of relevant working documents. Be sure this form is completed entirely and signed by both the employee and employer. The government has been cracking down on I-9 violations.
- Employees must complete a Maine W-4 form, selecting their state tax withholding preferences.
- These forms are available under the "Quick Docs" section of papertrailspayroll.com.

Optional Payroll Forms:

- In this packet, we provide a basic new employee setup form. This provides us with almost all the information that we need to set your employee up accurately.
- We **STRONGLY** recommend that your employees use direct deposit. It's easy and ensures on time payroll delivery.
- Voluntary deduction agreement – if you are withholding premiums for health insurance or other deductions (uniforms, accounts receivable, loans, etc), you should have a written agreement from the employee granting their permission to deduct these from their net pay. Please note that any voluntary deductions must not drop the employee's gross pay below minimum wage levels.

Secure Delivery

- Because much of the information in new hire paperwork has social security numbers, account numbers, etc, please ask your payroll processor to send you a secure email link via email if that is how you wish to submit new employee information.

Feel free to contact your payroll processor if you have any questions regarding setup of your new employee.



New Employee Setup Information

Company Name: _____ Submitted by: _____
Date: _____

Personal Info:

Social Security Number: _____ - _____ - _____

Last Name: _____ First Name: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Gender: _____ Birthday: _____ / _____ / _____ Date of Hire: _____ / _____ / _____

Payroll Info:

Hourly/Salaried: _____ Hourly Rate: \$ _____ OR Salary per pay period: \$ _____

Location: _____ Department: _____

Workers' Comp Code: _____ Vacation or Sick Accruals: _____

Withholdings:

Federal Filing Status (S or M): _____ Exemptions: _____ Additional FWT: _____ \$ or %

State Filing Status (S or M): _____ Exemptions: _____ Additional FWT: _____ \$ or %



Employee Direct Deposit Agreement

Company Name: _____

Employee Name: _____

You may have all or part of your paycheck deposited directly to your bank account. Please select one of the following options to indicate the portion of your total paycheck you want deposited.

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name: _____
Bank Routing Number: _____ Bank Account Number: _____
Deposit Amount: _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name: _____
Bank Routing Number: _____ Bank Account Number: _____
Deposit Amount: _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining

We strongly recommend you include a voided check from the above accounts to verify that the information that you've provided is correct. Failure to provide a voided check may cause delay in delivery of your payroll.

I hereby authorize Paper Trails to initiate credit or debit entries to my account with the Financial Institution indicated above. This authority is to remain in full force and effect until Paper Trails has received written notification from me of its termination in such time and in such manner as to afford Paper Trails and the financial institution a reasonable opportunity to act on it.

Signature: _____

Date: _____

Required: Review & Authorization by Company Representative

As a representative of the above-named company, you acknowledge that you have verified in person or by voice contact with above-named employee their intent to change their direct deposit account numbers. Please do not accept direct deposit account changes via email. These steps are imperative to prevent fraudulent direct deposit account changes. Please give special attention to direct deposit requests paid to Pay Cards as these are riddled with fraudulent activity. By signing below, you release Paper Trails, Inc from any liability associated with fraudulent direct deposit processing related to this change.

Signature: _____

Date: _____

Name Printed: _____

Title: _____