

# Heartland Employee Set Up & Maintenance Form

Revised: 2/17/2020

Company Name

Client Number

*\*The fields marked below in RED are required for New Hire Reporting\**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire Date	Employee ID #	Full/Part Time	Time Clock Number	Division	Department

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security #	First Name	MI	Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address - Apt #	City	State	Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Location	Date of Birth	E-mail Address (Required for Employee Self Service)

**Employment Status:** (Check One)

Hourly     Commission Only  
 Salary     1099

**Hourly Rate**

Rate 1   
Rate 2   
Rate 3

**Salary**

Gross Salary   
 Per Pay     Per Year  
Check One

**Pay Frequency:** (Check One)

Weekly     Bi-Weekly     Semi-Monthly     Monthly     Quarterly/Annually

**W-4 Tax Withholding:** (Choose *only* one form type)

2019 or Earlier

Filing Status     Choose or Write:  
Number of Allowances      
Additional Withholding \$   

2020 and Later

Filing Status     Choose or Write:  
Multiple Jobs     Yes     No  
Claim Dependents \$      
Other Income \$      
Deductions \$      
Additional Withholding \$   

Signature

Date

**Additional Information:**

- ➔ State Withholding: Attach completed state withholding form. Only applicable if state income tax and filing status are different from federal. (If local withholding applies, please provide those details as well.)
- ➔ Direct Deposit: Employees that want direct deposit must complete and submit the Authorization Agreement for Direct Deposit form and attach a copy of a voided check.
- ➔ Child Support and Garnishments: Must have court order attached.