

Employee Master File Maintenance

Date: _____



Company Name: _____

Employee Number: _____ New [] Change [] Re-Hire []

Employee Name: _____

Address: _____

City: _____ **State:** ____ **Zip:** _____

Phone Number _____ General Ledger # _____

Social Security #: _____ **Hire Date:** _____

Birth Date: _____ **Term Date:** _____

Department _____ **Workers Comp Manual #:** _____

Work city: _____ **Live city:** _____ **School district:** _____

Pay Rate: _____ Hourly [] Salary [] Commission []

Marital status: Married [] Single [] Married claiming single []

Federal: # of Exemptions _____ Additional \$ amount per pay _____

State: _____

<u>Deduction Description</u>	<u>Amount (or %) per pay</u>	<u>Ceiling (max) amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Direct Deposit: Yes [] No [] (Complete *Direct Deposit form* and attach **Voided Check**)
Items that are in bold are mandatory for us to process Payroll and filing the New Hire Report

Employee Master File Maintenance



The following information is mandatory by law in order to process payroll for new employees:

Name
Address
Social Security
Date of Birth
Date of Hire
Exemptions

This information can be found on the W-4, I-9, and Ohio IT-4. Each of these forms is available at Horizon's web site – www.horizonpayroll.com. The managers of each department should have their new employees fill out these forms, along with the *Direct Deposit Authorization* Form. These forms are to be kept on file by the employer. Horizon only needs its Master File Forms and the Direct Deposit Authorization sent to us.

The W-4 is used to determine the marital filing status and number of exemptions for withholding federal income tax.

The Ohio IT-4 is used to determine the filing status and number of exemptions for withholding state income tax. This also determines which school district tax needs to be withheld.

The I-9 verifies the employee's identity and the right to work in the United States. You must fill out section 1 and 2. Section 2 requires the employer to make copies of the employee's drivers license, social security card, or birth certificate etc.

Fill in the Work City, Live City (if any), and school district code of each employee. Ohio state law requires you to ask each employee each year the school district in which they live. Horizon Payroll Services, Inc. can not determine the employee's live city and school district by looking at the employee's address. You must supply us with this information.

The *Direct Deposit Authorization Form* not only needs to be signed, but a voided check must be attached to the form in order for the direct deposit to be set up. Since deposit slips often contain a different routing number, we request *only* copies of a voided check.

If you have any questions or concerns, please call Horizon Payroll Services, Inc.