



## W-4 Employee New Hire Form

Washington Deli Outlet: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date Of Hire: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Sex: Male Female

Primary Department: \_\_\_\_\_

Secondary Department: \_\_\_\_\_

Employee Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Status:    Single    Married    Student/Exempt

Exemptions/Dependents: \_\_\_\_\_

Deductions: \_\_\_\_\_

All information on this form must be completed prior to the employees first paycheck. Please use black ink and fax back to Absolute Payroll at 301-631-5701.

### Office Use

ROP: \_\_\_\_\_

Additional Comments: \_\_\_\_\_