

Business Payroll Services

Arizona A4 employee information setup



Company name

_____ New Change

Complete for each employee or provide a report with the following information. * Indicates required field.

† Date of birth and date of hire required for any retirement plan or if using New Hire Reporting. Date of hire required for Time Off Accruals.

1. Employee information

Social security number *				Employee ID	Company ID	
-						
Last name *			First name *		MI	
Address 1 *			Address 2			
City *			State *	Zip code *		
Date of birth †	Gender	Department		Current hire date †	Termination date	
Current status code		Position status (for timeclock import)		Salary amount	Hourly rate 1	Hourly rate 2
<input type="radio"/> Active <input type="radio"/> Terminated <input type="radio"/> Inactive		<input type="radio"/> Full Time <input type="radio"/> Part Time				
Pay frequency				Workers' comp code		
<input type="radio"/> Weekly <input type="radio"/> Bi-Weekly <input type="radio"/> Semi-Monthly <input type="radio"/> Monthly <input type="radio"/> Other						

2. Tax withholding status

Federal marital status *			Federal exemptions *		
<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withholding at Single rate			Number:		
Federal withholdings	Amount	Percentage	State withholdings	Amount	Percentage
<input type="radio"/> Flat rate <input type="radio"/> Additional	<input type="radio"/> \$	<input type="radio"/> %	<input type="radio"/> Flat rate <input type="radio"/> Additional	<input type="radio"/> \$	<input type="radio"/> %

3. Arizona withholding percentage election options (Choose only one.)

1 - I choose to have Arizona withholding at the rate of

| 0.8% 1.3% 1.8% 2.7% 3.6% 4.2% 5.1% of my gross taxable wages.

2 - I hereby elect an Arizona withholding percentage of zero, and I certify that I expect to have no Arizona tax liability for the current taxable year.

4. Recurring earnings/deductions (Per pay period, in addition to standard tax deductions)

Description	Select one:	Amount	Percentage
	<input type="radio"/> Pre-tax <input type="radio"/> Post-tax	<input type="radio"/> \$	<input type="radio"/> %
Description	Select one:	Amount	Percentage
	<input type="radio"/> Pre-tax <input type="radio"/> Post-tax	<input type="radio"/> \$	<input type="radio"/> %

5. Time off balance (if you want Wells Fargo Business Payroll Services to track time off balances)

Description	Balance
Description	Balance

6. Direct deposit information (It can take one to two payroll periods for you to begin receiving direct deposits.)

Bank name	Account type	Amount to be deposited (select dollar or percentage)	
	<input type="radio"/> Checking <input type="radio"/> Savings	<input type="radio"/> \$	<input type="radio"/> %
Routing/transit number (must start with 0, 1, 2 or 3)	Account number		