



## New Hire / Employee Change Form

Please Fax To: (717-307-3159) or use PPX portal to add/change employee

Business Name \_\_\_\_\_

\_\_\_\_\_ New Employee (Fill out all information) \_\_\_\_\_ Current Employee Change (Fill in what applies)

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

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

\*\*\* Street address required in addition to PO Box for PSD code determination \*\*\*

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

Main Dept/Pay Rate \_\_\_\_\_ / \_\_\_\_\_ 2<sup>nd</sup> Dept/Pay Rate \_\_\_\_\_ / \_\_\_\_\_

Date of Hire \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

\*\*\* DOB & Email Required for HUB Activation \*\*\*

### Federal Filing Status:

Single Married Head of Household

Step 2 Option C: Yes No Line 4 (b): \$ \_\_\_\_\_

Line 3: \$ \_\_\_\_\_ Line 4 (c): \$ \_\_\_\_\_

Line 4(a): \$ \_\_\_\_\_

\*\*\* Use Information found on Form W-4 (do not send W-4 to PaySmart keep in employee records) \*\*\*

Township \_\_\_\_\_ School District \_\_\_\_\_ PSD Code(optional) \_\_\_\_\_

\*\*\* Township & School district are required information found on certificate of residency.  
Missing information will result in processing delays. \*\*\*

Withhold LST? \_\_\_\_\_ (Y/N) (If N, must provide exemption form)

Eligible for time off benefits \_\_\_\_\_ (Y/N)

### Payroll Deductions:

Deduction	Amount	Frequency	Start Date	Balance Due

### Reminders:

- PaySmart is not responsible for omitted or incorrect information contained on this form.
- Please include your business name on the top of this sheet
- **DO NOT** send W-4, I-9 or Certificate of Residency to PaySmart
- Keep W-4 and Certificate of Residency with your employee records
- Keep I-9s together in a separate file, retain for 3 years from hire date or 1 year from termination date whichever is longer