



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: _____ / _____ 2nd Dept/Pay Rate: _____ / _____

Date of Hire: _____ Date of Birth: _____ Email: _____
*** DOB & Email Required for HUB Activation ***

Federal Filing Status: _____ Step 2 Option C: Yes _____ No _____ Line 4 (b): \$ _____

Single _____ Married _____ Head of Household _____ 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