



CheckMark, Inc.
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Employee Set Up/Change

Employer / Client _____	Client # _____	Date _____	<input type="checkbox"/> New <input type="checkbox"/> Change
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Complete an employee set up form for each employee. Attach a copy of employee's W-4 and YTD Balances if this is a mid-year set up. If this is a change request, only update the sections that have changed.

Personal

First Name _____ Last Name _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Phone # _____ Email _____

Birth Date _____ Employee # _____ Department (select 1) _____

Payment Options - If Direct Deposit or Pay Card is selected, provide copies of the direct deposit/pay card forms signed by the employee and provide a voided check for each account.

Type of Payment: Direct Deposit Pay Card CheckMark Checks PDF Checks

Wages

Employee Type: Full Time Part Time

Employee Status: Active – Hire Date _____ Seasonal Terminated – Date _____

Salary _____ (Per pay period)
 Hourly _____ / _____ / _____ / _____ Pay Frequency _____
 (4 hourly rates per employee)

Tax Set Up - Attach a copy of employees W-4 and separate state/local allowance form, if applicable.

SUTA State _____

Exempt From: Social Security Medicare FUTA SUTA

W2 Options: Retirement Plan Statuary Employee Sick Pay

Additional Income - List the income categories and individual employee set up. Employees can have up to 4 additional incomes. (Reference Company's Additional Income Category Set Up/Change Form)

Deductions - List the deduction categories and individual employee set up. Employees can have up to 8 deductions. Reference Company's Deduction Category Set Up/Change Form Be sure to list the amount of the employer match, if one applies. **(Attach copy of court order deductions and garnishment papers)**

Accruals - Employees can have up to 3 accruals.

Hour Category	Accrue By: • Hour • Month • Pay Period • Year	Date that Hours Start To Accrue Hours On	Number of hours earned each accrual period	Maximum number of hours allowed before the employee starts to loose hours (if any)	Opening balances – number of hours currently available