



**Please submit this sheet along with required forms listed below (scanned PDF copies only)**

Submit to April Marquez via your secure NetClient (Bender) portal, email: [amarquez@bendercpa.com](mailto:amarquez@bendercpa.com) , or fax: 314-525-7126

**New Hire: Employee Information**

- Company Name \_\_\_\_\_
- Employee Name \_\_\_\_\_
- Department (if applicable) \_\_\_\_\_
- Hire Date \_\_\_\_\_
- First Pay Date \_\_\_\_\_
- Date of Birth \_\_\_\_\_
- Compensation \$\_\_\_\_\_ Hourly OR Salary (circle one)
- Employee Benefits (if applicable):

Provide eligibility date if delayed \_\_\_\_\_

PTO Accrual \_\_\_\_\_ Per pay period

Retirement (Simple IRA, 401k) \$\_\_\_\_\_ Per pay period

Health Insurance \$\_\_\_\_\_ Per pay period

Dental Insurance \$\_\_\_\_\_ Per pay period

Vision Insurance \$\_\_\_\_\_ Per pay period

HSA Contribution \$\_\_\_\_\_ Per pay period

Other \_\_\_\_\_ \$\_\_\_\_\_ Per pay period

**Did you hire a new employee?**

- It is critical we receive all information requested on this page to comply with all Federal, state, and local payroll tax laws
- Don't forget to submit new paperwork to update existing employee information!

**The following forms are required (scanned PDF copies only):**

**IMPORTANT:** All forms MUST be completed legibly with the most recent IRS version. Please see your secure NetClient (Bender) portal for a copy of each form.

1. Federal I-9
2. Federal W-4
3. State W-4 (MO, IL, etc)
4. Employee Authorization Form