

WHAT YOU'LL RECEIVE

a complete solution created to streamline a variety of administrative tasks for small businesses.

SMALL BUSINESS *Form*

FIELD	DETAILS	FIELD	DETAILS
Personal Information		Payroll Information	
Full Name	John Doe	Payroll Frequency	Bi-weekly
Address	123 Main Street	Bank Name	Bank of America
City	Anytown	Account Number	1234567890
State	CA	Routing Number	987654321
ZIP Code	12345	Tax Information	
Phone Number	(555) 555-1234	Social Security Number	123-45-6789
Email Address	johndoe@example.com	Marital Status	Single
Emergency Contact Name	Jane Smith	Allowances	2
Emergency Contact Phone Number	(555) 555-5678	Additional Withholding	\$ 50.00
Employment Details		Benefits Enrollment (if applicable)	
Start Date	2024-02-29	Health Insurance	Yes
Position/Title	Sales Associate	Dental Insurance	Yes
Department	Sales	Vision Insurance	No
Supervisor's Name	Mark Johnson	Retirement Plan	Yes
Employee ID (if applicable)	987654	Other Benefits	Employee Discounts
Employment Status	Full-time		
Acknowledgment			
I certify that the information provided above is true and accurate to the best of my knowledge.			
Signature		Date:	
Employee's Signature			

Small Business Printable Forms

Full Name	Address	City	State	ZIP Code	Phone Number	Email Address	Emergency Contact Name	Emergency Contact Phone Number
John Doe	123 Main Street	Anytown	CA	12345	(555) 555-1234	johndoe@example.com	Jane Smith	(555) 555-5678

Personal Information

Full Name	Start Date	Position/Title	Department	Supervisor's Name	Employee ID (if applicable)	Employment Status
John Doe	29-Feb-2024	Sales Associate	Sales	Mark Johnson	987654	Full-time

Employment Details

Full Name	Payroll Frequency	Bank Name	Account Number	Routing Number
John Doe	Bi-weekly	Bank of America	1234567890	987654321

Payrol Information

Full Name	Social Security Number	Marital Status	Allowances	Additional Withholding	Health Insurance	Dental Insurance	Vision Insurance	Retirement Plan	Other Benefits
John Doe	123-45-6789	Single	2	\$ 50.00	Yes	Yes	No	Yes	Employee Discounts

Tax and Benefits Details