



# ALLSTAFF

## PAYROLL

<b>EMPLOYER NAME</b>			
<b>LOCATION/STORE #</b>			
<b>NEW EMPLOYEE INFORMATION – All fields required!</b>			
Employee Name			
Hire Date:			
E-Mail			
Cell Phone Number			
Birthdate			
Job Title/Department			
Pay Rate		\$	Circle One: Hourly      Salary
Status		Circle One: Full Time      Part Time	
<b>THIS PART TO BE DONE BY STORE MANAGER – All fields required!</b>			
<b>ID requirements must be a Passport OR a Photo ID and Social Security Card or Birth Certificate</b>			
Passport or Passport Card	Number:		
	Expiration date:		
	Issued by:		
<b>Choose 1 from each box below</b>			
<b>Circle one:</b> Driver's License, State ID, School ID, OTHER	Issued by (State, School Name, etc.):		
	Number:		
	Expiration Date:		
<b>And Circle one:</b> Social Security Card or Birth Certificate	<ul style="list-style-type: none"> <li>● SS or Birth Cert. Number:</li> <li>● SS Issued by: (circle 1): Social Security Adm., Dept. of Health and Human Services, or Dept. of Homeland Security</li> <li>● Or Birth Cert Issued by which State:</li> </ul>		
<b>MANAGER'S SIGNATURE</b>	I attest that I have examined and recorded the documents presented:		
<b>Direct Deposit Enrollment</b>			
<b>Pay Card</b>		<b>OR</b>	<b>Bank/Financial Institution</b>
<b>Money Network</b>		<b>Name</b>	
084003997		<b>Routing #</b>	
		<b>Acct #</b>	

**THIS SECTION MUST BE COMPLETED AND SIGNED BY THE STORE MANAGER – PLEASE PRINT LEGIBLY**