



## Employee/Contractor Information Form

Complete this form for each employee or contractor electing direct deposit.

Upon completion, upload to our website at [www.isaanatax.com](http://www.isaanatax.com) -> SEND US A FILE. DO NOT EMAIL.

**Employer Name:** \_\_\_\_\_

### *Employee/Contractor Information*

**First Name**

\_\_\_\_\_

**Middle Initial**

\_\_\_\_\_

**Last Name**

\_\_\_\_\_

**Street Address**

\_\_\_\_\_

**City State**

\_\_\_\_\_

**Zip code**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

**Social Security Number**

\_\_\_\_\_

**Birth Date**

\_\_\_\_\_

**Pay Method**

**Worker Type**

Independent Contractor or Employee (Circle One)

**Pay Delivery**

paper check, direct deposit, pay card, cash (Circle One)

**Other Payments**

**Pay Frequency**

Weekly, Bi-Weekly, Monthly (Circle One)

**Pay Period Covered**

\_\_\_\_\_

**Date of first pay check**

\_\_\_\_\_

**Payroll deductions**

Child support, benefits, etc. (Y/N)?

**Sick and Vacation Pay**

Y/N (Circle one)

### *Employee Identification Documents*

Please upload a copy of the employee/contractor's social security card and proof of identity (driver's license, state ID, passport, or green card). The proof of identity must not be expired and must be legible.

These documents can be uploaded securely to our website at [www.isaanatax.com](http://www.isaanatax.com) (SEND US A FILE).

**DO NOT EMAIL THESE DOCUMENTS. THE EMPLOYEE/CONTRACTOR WILL NOT BE SETUP FOR PAYROLL WITHOUT THESE DOCUMENTS.**

**Name of person submitting this form:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

By signing this form, I am duly authorized to act on behalf of the company above ("Employer") to provide this information and bind the company to any related payroll services offered by Isaana Tax & Accounting LLC and its affiliates.