# Employee information form template

## Downloadable employee information template

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| Employee information form |
| Full name |  |
| Mailing address |  |
| Phone number |  |
| Email address |  |
| Social Security number |  |
| Date of birth |  |
| Emergency contacts |  |
| Employment details* Date of hire
* Position title
* Department
* Reporting manager
* Start date
* Employment type
 |  |
| Tax information* Tax status
* Federal filing status
* Federal withholding preferences
* State filing status
* State withholding preferences
 |  |
| Direct deposit information* Bank routing #
* Bank account #
* Account type
* Deposit amount
 |  |
| Benefits information |  |
| Accommodation needs |  |

## Employee information form sample

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| Employee information form |
| Full name | John Smith |
| Mailing address | 123 Main Street, Apt. 2BHometown, NY 12345 |
| Phone number | 555-555-5555 |
| Email address | jsmith@email.com |
| Social Security number | 111-11-1111 |
| Date of birth | 01/07/1994 |
| Emergency contacts | Jane Smith (Wife)555-555-5555George Smith (Brother)555-555-5555 |
| Employment details* Date of hire
* Position title
* Department
* Reporting manager
* Start date
* Employment type
 | * Date of hire: 08/08/2025
* Position title: Regional Manager
* Department: Sales
* Reporting manager: Bob Mitchell
* Start date: 09/01/2025
* Employment type: Full-Time
 |
| Tax information* Tax status
* Federal filing status
* Federal withholding preferences
* State filing status
* State withholding preferences
 | * Tax status: W-2
* Federal filing status: Married
* Federal withholding preferences: Additional % withheld
* State filing status: Same As Federal
* State withholding preferences: additional % withheld
 |
| Direct deposit information* Bank routing #
* Bank account #
* Account type
* Deposit amount
 | * Bank routing #: 111111111
* Bank account #: 111111111111
* Account type: Checking
* Deposit amount: Full Amount
 |
| Benefits information | * Health insurance
* Accident protection
* Retirement benefits
 |
| Accommodation needs | * Screen reader
* Ergonomic chair
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