# 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. 2B  Hometown, NY 12345 |
| Phone number | 555-555-5555 |
| Email address | [jsmith@email.com](mailto:jsmith@email.com) |
| Social Security number | 111-11-1111 |
| Date of birth | 01/07/1994 |
| Emergency contacts | Jane Smith (Wife)  555-555-5555  George 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 |