



PREMIER PAYROLL & HR SOLUTIONS

1320 Medical Park Dr. Fort Wayne, IN 46825 (260) 471-4661 FAX (260) 482-8262

New Hire - Status Change Notice

New Employees: Complete information in full

Changes: Complete only name and the information that has changed

Company Name _____ Date _____

Employee Name: _____

Address: _____
Street City State Zip Code

Email Address: _____

SS # _____ Dept/Job description _____

Hourly Rate: _____ Salary: _____

Birth Date: _____

Start Date: _____ Termination Date: _____

Status: Full-time: _____ Part-time: _____

Note –Due to changes with the Federal withholding tables, please send 2020 W4 and State WH forms along with this form. If we do not receive it, then you will be setup as filing Single.