

STEPHENS & COMPANY, INC.

NEW EMPLOYEE PAYROLL HISTORY/ EMPLOYEE MANUAL CHECK FORM

EMPLOYER: _____

New Employee History

Manual Check

First Name: _____ M/I: _____ Last Name: _____

Please complete all applicable information

<i>Earnings & Deductions:</i>	NEW EMPLOYEE WAGE INFO		MANUAL CHECK ISSUED
	QTD	YTD	CHECK DATE _____
Gross Payroll \$	_____	_____	_____
Federal Income Tax	_____	_____	_____
FICA Social Security	_____	_____	_____
FICA Medicare	_____	_____	_____
State Income Tax:			
State _____	_____	_____	_____
State _____	_____	_____	_____
Voluntary / Fixed Deductions:			
_____	_____	_____	_____
<i>Description</i>			
_____	_____	_____	_____
<i>Description</i>			
_____	_____	_____	_____
<i>Description</i>			
_____	_____	_____	_____
<i>Description</i>			

Schedule of Voluntary / Fixed Deductions		
<i>Description</i>	<i>\$ Amount</i>	<i>\$ Maximum</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____