



EMPLOYER INFORMATION

FEDERAL ID NUMBER (SAME AS UI #)

Grid for Federal ID Number (9 digits)

EMPLOYER NAME

Grid for Employer Name (20 characters)

EMPLOYER ADDRESS (INCOME WITHHOLDING ADDRESS)

Grid for Employer Address (22 characters)

CITY

Grid for City (20 characters)

STATE

ZIP

Grid for State and ZIP (2 + 5-4 = 11 characters)

EMPLOYER CONTACT INFORMATION

FIRST

LAST

Grid for First Name (8 characters)

Grid for Last Name (12 characters)

PHONE NUMBER

FAX NUMBER

Grid for Phone Number (10 characters)

Grid for Fax Number (10 characters)

E-MAIL ADDRESS

Grid for E-mail Address (22 characters)

EMPLOYEE INFORMATION

SOCIAL SECURITY NUMBER

IS HEALTH INSURANCE AVAILABLE TO EMPLOYEE? (OPTIONAL)

Grid for Social Security Number (9 characters)

Buttons for Y (Yes) and N (No)

FIRST NAME

MI

Grid for First Name and Middle Initial (26 characters)

LAST NAME

Grid for Last Name (18 characters)

ADDRESS

Grid for Address (22 characters)

CITY

STATE

ZIP

Grid for City, State, and ZIP (20 + 2 + 5-4 = 27 characters)

START DATE

DATE OF BIRTH (OPTIONAL)

Grid for Start Date (3-2-4 = 9 characters)

Grid for Date of Birth (3-2-4 = 9 characters)

mm dd yyyy

mm dd yyyy