**Employee Payroll Information Form**

**Employee Details**

| **Information`** | **Details** |
| --- | --- |
| Employee ID | EMP-0456 |
| Full Name | John A. Smith |
| Department | Finance |
| Job Title | Senior Accountant |
| Date of Hire | 01/07/2023 |
| Employment Type | Full-Time |
| Supervisor’s Name | Laura Williams |
| Contact Number | +1 555-202-1188 |
| Email Address | john.smith@company.com |

**Section 2: Payroll Information**

| **Information`** | **Details** |
| --- | --- |
| Pay Frequency | Monthly |
| Basic Salary | $4,000 |
| Allowances | $500 |
| Overtime Hours | 10 |
| Overtime Rate | $25 |
| Bonuses / Incentives | $200 |
| Deductions | $450 |
| **Net Pay (Auto)** | **$4,750** |

**Section 3: Bank & Payment Details**

| **Information`** | **Details** |
| --- | --- |
| Bank Name | Chase Bank |
| Branch | Downtown Branch |
| Account Holder Name | John A. Smith |
| Account Number | 123456789 |
| IBAN / Swift Code | CHASUS33XXX |
| Payment Method | Bank Transfer |

**Section 4: Tax & Identification Details**

| **Information`** | **Details** |
| --- | --- |
| National ID / SSN | 458-12-7865 |
| Tax ID Number | TX-987654 |
| Insurance / Pension Number | INS-55478 |
| Tax Status | Non-Exempt |

**Section 5: Authorization**

| **Information`** | **Details** |
| --- | --- |
| Prepared By | Linda Carter |
| Verified By | David Reed |
| Employee Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | 31/08/2025 |