

Company: _____

Employee Information

Hire Date: ____/____/____

Personal Information Employee Section

Status: ☐ Active | ☐ Inactive | ☐ Terminated *Employee Number: _____

Employment Category: ☐ Full Time | ☐ Part Time *Social Security Number: _____-_____-_____

Full Name: _____
First Name Middle Name Last Name

Self-Service Email: _____

Marital Status: ☐ Married | ☐ Single

Address: _____
Street Address Apartment/Unit #

Zip Code City State

Home Phone: _____ Date of Birth: ____/____/____

Gender: ☐ Male | ☐ Female | ☐ N/A

Pay Type: ☐ Hourly | ☐ Salary | ☐ Auto Hourly | ☐ 1099 |

Rate or Salary Amount: _____ **▲ SOC Code:** _____

▲ Standard Occupational Classification (SOC) codes – The Louisiana Workforce Commission now requires employers to provide an occupational SOC code for all employees, and you can find the listing for the codes at :(https://www.bls.gov/soc/2018/major_groups.htm)
Effective January 1, 2016, all Louisiana employers are required to provide SOC code information on the quarterly unemployment tax return. If SOC code information is missing from a tax return, the agency will reject the return in its entirety and assess penalty and/or interest until the information has been uploaded correctly. **This is a required field*****

Taxation Information - Enter information below per your W4 & L4 forms

Federal Marital Status (W-4 box 3): Single or Married filing separately | Married filing jointly or Qualifying widow(er) Head of household Block

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):			
Dependents	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above and enter the total here		\$ _____
Other Adjustments	Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income (W-4 line 4a)		\$ _____
	Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, enter the amount from W4 worksheet here (W-4 line 4b)		\$ _____
	Extra withholding. Enter any additional tax you want withheld each pay period (W-4 line 4c)		\$ _____

State Marital Status (L-4 line 3): No exemptions or dependents claimed Single Married Block

Total Number of Exemptions (L-4 line 6 box A): _____ Total Number of Dependents (L-4 line 7 box B): _____ Additional Withholding Amount (L-4 line 8): _____