

Payroll Authorization Form

The **payroll authorization form** sample for new hires ensures accurate and timely salary payments by collecting essential employee banking and tax information. This form is critical for processing payroll and maintaining compliance with company policies. Utilizing a standardized template streamlines onboarding and reduces administrative errors.

Employee Information

Full Name

Employee ID

Start Date

Department

Banking Information

Bank Name

Account Number

Routing Number

Account Type

Checking

Tax Information

Social Security Number / Tax ID

Federal Withholding Status

Single

Authorization

Employee Signature

Date

Submit

