

# 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**

 

## Tax Information

**Social Security Number / Tax ID**

**Federal Withholding Status**

 

## Authorization

**Employee Signature**

**Date**

**Submit**

