

# ***What We Need From New Employees***

When a new employee is hired, we need the following forms completed.

- ♣ Employee Data Sheet
- ♣ New Hire Reporting Form
- ♣ Local EIT Residency Certification
- ♣ I-9 Form
- ♣ LST Withholding Exemption Certificate (if applicable)
- ♣ Employee Direct Deposit Authorization (optional)

All these forms are available on our website. Go to [www.PayMastersPA.com](http://www.PayMastersPA.com) and click on the RESOURCES tab at the top and select DOWNLOAD FORMS. Each of the forms can be selected individually or you can print the entire packet by clicking on the NEW EMPLOYEE FORMS in the MOST REQUESTED FORMS block. The forms need to be completed and sent to our office for EVERY NEW HIRE. If an employee is separated from service for a brief period of time and then later returns or is rehired another NEW HIRE REPORT must be submitted. THIS IS FEDERAL AND STATE LAW!

Sonrise PayMaster\$ takes responsibility for filing the NEW HIRE REPORT with the required state agency. However, we need your cooperation in getting the employee to complete the form and then forward it to our office.

We also appreciate your help in assuring that your employee fills in all of the requested information. We need to know what municipality they live in to properly withhold their local tax. The Residency Certification is mandated by PA Act 32 and each employer is required to keep this on file for every employee. New employees also need to correctly complete the LST exemption certificate. If we need to refund LST tax to them because they did not complete the form correctly, we will charge them \$3 for the work to reverse the deduction. No reversals can be made after the end of a calendar quarter.

**THE NEW HIRE REPORTING FORM IS CUSTOM DESIGNED FOR  
SONRISE PayMaster\$ AND HAS BEEN APPROVED BY THE STATE  
FOR OUR USE ONLY**

**- DO NOT GIVE IT TO ANY OTHER EMPLOYER! -**

Also available on our website is the latest version of IRS Form W-4. This is to be used by current employees who want to change their withholding of Federal Income Tax. New employees use the *New Hire Report*, existing employees use the W-4!

**Thank You!**

