

**Employee Information Sheet**  
**New Employee or Current Employee Update**

**Part A: Employee Information**

Assigned ID #:

SSN:	Last Name:	First Name:	Middle:
Address:	City:	State:	Zip:
Phone #:	Gender:    M        F	Marital Status:	S    M    D
Birth date:	Hire date:	Name of Spouse:	
Position:	Bldg:        I    M    H	Employment:	Sub    Full
Report to EMIS:    Y    N		E-mail:	
		Cell Phone:	

**Part B: School District Residence**

Please indicate if you are subject to any School District Income Tax. It is the responsibility of the employee to inform the Treasurer's office if there is a change in the employee's address.

School district of residence: \_\_\_\_\_ School district number \_\_\_\_\_

- Yes, I am subject to School District Income Tax.  
Tax rate percentage: \_\_\_\_\_ %
- No, I am not subject to School District Income Tax.

**Part C: Tax Information**

Please indicate if you are subject to any city or village income tax. It is the responsibility of the employee to inform the Treasurer's office if there is a change in the employee's address.

Name: \_\_\_\_\_

- Yes, I am subject to city or village income tax.  
City or village Name: \_\_\_\_\_  
Tax rate percentage: \_\_\_\_\_ %
- No, I am not subject to city or village income tax.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_