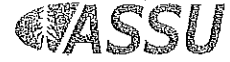




SSE CAPITAL GROUP
<http://capitalgroup.stanford.edu>

EMPLOYEE INFORMATION



ASSOCIATED STUDENTS OF
 STANFORD UNIVERSITY

ORGANIZATION NAME		ASSU / SSE CAPITAL GROUP ACCOUNT NO. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
FINANCIAL OFFICER'S SIGNATURE	PRINTED NAME	PHONE NO.	EMAIL ADDRESS	DATE	
EMPLOYER: FILL OUT GROUP INFORMATION AND BELOW INFORMATION					
EMPLOYEE JOB TITLE	START DATE	PAY FREQUENCY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> MONTHLY	PAY TYPE <input type="checkbox"/> HOURLY <input type="checkbox"/> COMM. <input type="checkbox"/> SALARY	RATE	
INSTRUCTIONS					
Submit this form along with completed W-4 and I-9 forms for each new employee being paid through ASSU/SSE Capital Group payroll service. You may have delays in receiving your payroll checks if you omit any information requested below. Forms must be turned in one week before first payroll.					
EMPLOYEE: FILL OUT INFORMATION BELOW			SOCIAL SECURITY NO.		
LAST NAME	FIRST	INITIAL	DATE OF BIRTH		
PERMANENT ADDRESS (FOR W-2 MAILING)			LOCAL PHONE	CELL? Y/N	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
			Yes		
CITY	STATE	ZIP CODE	STANFORD STUDENTS: FILL OUT INFORMATION BELOW		
LOCAL ADDRESS:			CLASS	GRAD YEAR	
			<input type="checkbox"/> FROSH <input type="checkbox"/> JUNIOR <input type="checkbox"/> GRAD <input type="checkbox"/> SOPH <input type="checkbox"/> SENIOR		
CITY	STATE	ZIP CODE	IF YOU ARE NOT REGISTERED, WILL YOU BE THE FOLLOWING QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ASSU/SSE CAPITAL GROUP COMMENTS (DO NOT WRITE IN THIS AREA)					
FIT	ST	WC CODE	DEPT	<input type="checkbox"/> NEW	
FICA	SDI	MARITAL STATUS	TITLE	<input type="checkbox"/> RETURNING	
520 Lasuen Mall, Old Union Room #103 • STANFORD, CALIFORNIA 94305-3070 • PHONE 650 723 4331 • FAX 650 725 9523 FORMS AND HELP AVAILABLE ONLINE FROM: http://capitalgroup.stanford.edu					