



To set up a new employee:

1. Complete and return this form.
2. We will send you legal forms pre-filled with the employee's information for you to complete and return.

Employee Setup

Company Name: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____

Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Hourly Rate: \$_____ OR Annual Salary Amount: \$_____

Hire Date: _____

Relation to the Employer (if applicable): ☐ Parent ☐ Spouse ☐ Child

Religious Exemptions. Social Security and Medicare tax will be withheld from employee wages unless an approved Form 4029 exemption is sent to Gehman Accounting. Employees with an approved 4029 who live in PA, OH, MO, or KY may also apply for exemption from Workers' Compensation Insurance. Gehman Accounting believes applying for this exemption is a consistent stance for those religiously opposed to government aid.

☐ **Do you have a Form 4029?** (Social Security & Medicare Tax Exemption)

☐ **Are you a minor who does not have a Form 4029?** If a parent has a 4029, a minor employee may still apply for the workers' compensation exemption with a parent's signature.

Please send by email, fax, or mail.

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