Employee

Information

For an easy and seamless process please
have the below information on hand before enrolling.

☐ **Last Name, First Name
Address
City, State and zip Code
Telephone Number
Email address**

☐ **Social Security Number**

☐ **Date of Birth (Month/Day/Year)**

☐ **Pay Rate
Hire Date**

☐ **Direct Deposit Information
Bank Name / Account Number / Routing Number
(send a void check to reduce Scribner errors.**

**K&M
PAYROLL**