

Freelance Data Sheet

Please Check One:

New Personnel

Update Existing

Date: _____

PERSONAL INFORMATION:

Name: _____

Legal Address: _____

Mailing Address: _____
(only if different than legal) _____

Evening phone: () - _____

Day phone: () - _____

Cell phone: () - _____

Personal E-mail address: _____

WITHHOLDING INFORMATION:

Social Security Number: _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Marital Status: Single Married

Withholdings: _____

This document MUST be accompanied by the following additional documentation:

- Form W-4 for the current year (IRS Employee's Withholding Allowance Certificate)
- Form I-9 (US Dept of Justice Employment Eligibility Verification)