



Phone (716) 681-7282 Fax (716) 288-7850

EMPLOYEE PACKET

The following forms are included in each new employee packet:

- Employee Information Data Sheet (to be filled out by employer)
 - *Form W-4 (Federal 2026)
 - *IT-2104 Employee Withholding Allowance Certificate (NY State 2026)
 - *Form I-9, Employment Eligibility Verification (employer must fill out their portion)
 - LS54 – Wage Notice
 - Only form LS54 is included in this packet for hourly employees.
 - Instructions and forms for other types of employees may be found at <https://dol.ny.gov/notice-pay-rate>
 - Kotapay “Authorization for Debit and Credit Electronic Funds Transfers” (Direct Deposit)
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Complete ALL forms for each New Hire, and keep on file for your records.

You may make copies of these forms, or visit our website www.payrollsolutionsny.com. Look under Client Services: Employee Forms for New Hire Packet

Only send completed forms of the following to Payroll Solutions & Services:

- “Employee Information Data Sheet”
- Kotapay “Authorization for Debit and Credit...” with bank verification (see DD instruction sheet).

Any employee that makes a change in their Federal or State withholding must complete a new W-4 (Federal) or IT-2104 (State).

***Please take note that these forms are dated and are used only in the years with corresponding date.**