



Complete one form per new hire or plan addition. Submit to Waugh Agency and we'll take it from there.

All fields are required. Use Tab to move between fields.

◆ 01 · EMPLOYER

Company

Company Name

◆ 02 · PERSONAL

Employee Information

First & Last Name

Date of Birth (MM/DD/YYYY)

Social Security Number

E-mail Address

◆ 03 · EMPLOYMENT

Job Details

Type (Full or Part Time)

Hire Date (MM/DD/YYYY)

Job Title

Department or Division (if any)

Scheduled Hours / Week

Pay Cycle (if different from company default)

◆ 04 · COMPENSATION

Pay

Compensation (amount)

Compensation Type (Salary or Hourly)

◆ 05 · LOCATION

Work & Residence

State of Residence

Payroll Work State