

Notice and Acknowledgement of Pay Rate and Payday

1. Employer Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address:

Mailing Address:

Phone:

2. Notice given:

- ☐ At hiring
- ☐ Before a change in pay rate(s),
allowances claimed or payday

3. Employee's rate of pay:

\$ _____ per hour

_____ commission

4. Allowances taken:

- ☐ None
- ☐ Tips _____ per hour
- ☐ Meals _____ per meal
- ☐ Lodging _____
- ☐ Other _____

5. Regular payday: _____

6. Pay is:

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Other

7. Overtime Pay Rate:

\$ _____ per hour (This must be at least 1½
times the worker's regular rate with few
exceptions.)

8. Employee Acknowledgement:

On this day I have been notified of my pay rate,
overtime rate (if eligible), allowances, and
designated pay day on the date given below. I
told my employer what my primary language is.

Check one:

- ☐ I have been given this pay notice in English
because it is my primary language.
- ☐ My primary language is _____. I
have been given this pay notice in English only,
because the Department of Labor does not yet
offer a pay notice form in my primary language.

Print Employee Name

Employee Signature

Date

Preparer's Name and Title