**入社時諸事項届出書**

**【従業員記入欄】**

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| **フリガナ** | |  | | | | | | **性別** | | **男　・　女** | | | |
| **氏名** | |  | | | | | | **生年月日** | | **年**　　　**月**　　　**日** | | | |
| **フリガナ** | |  | | | | | | | | | | | |
| **現住所** | | **〒** | | | | | | | | | | | |
| **TEL** | |  | | | **携帯TEL** | | |  | | | | | |
| **（フリガナ）配偶者・扶養家族** | **配偶者** |  | | | | | | | | | | | |
| **氏名** **続柄**　 **生年月日**　 **職業**　 **収入** **円／月** | | | | | | | | | | | |
| **扶養**  **家族** |  | | | | | | | | | | | |
| **氏名**　 **続柄**　 **生年月日**　 **職業**　 **収入** **円／月** | | | | | | | | | | | |
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| **氏名**　 **続柄**　 **生年月日**　 **職業**　 **収入** **円／月** | | | | | | | | | | | |
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| **氏名**　 **続柄**　 **生年月日**　 **職業**　 **収入** **円／月** | | | | | | | | | | | |
| **給与等**  **振込口座** | | **銀行** 　 **支店**  **（ 普通 ・ 当座 ）口座番号**　 **口座名義人** | | | | | | | | | | | |
| **通勤経路** | | **交通機関** 　 **～** 　 **１カ月通勤定期代** **円** | | | | | | | | | | | |
| **入社年月日** | | **年**　　　**月**　**日** | | **備考** | | **※配偶者・扶養家族が同居していない場合は、その住所等** | | | | | | | |
| **【会社記入欄】** | | | | | | | | | | | | | |
| **雇用形態** | | **正社員・有期契約社員・パート** | | | **社員番号** | |  | | | | **職名** |  | |
| **給与形態** | | **月給・日給・時給・歩合給　／（所得税）甲欄 ・ 乙欄** | | | | | | | | | | | |
| **支給明細** | | **基本給** **円** | | | | | | | | | | | |
| **手当** | **円** | | | **控除明細** | | | **健康保険** | | **有・無** | | **等級** |
| **手当** | **円** | | | **厚生年金** | | **有・無** | | **等級** |
| **手当** | **円** | | | **雇用保険** | | **有 ・ 無** | | |
| **手当** | **円** | | | **住民税** | |  | | |
| **手当** | **円** | | |  | |  | | |
| **手当** | **円** | | |  | |  | | |
| **手当** | **円** | | |  | |  | | |
| **計** | **円** | | | **その他** | |  | | |