Bonus Payroll Form

If you will be running a bonus payroll, please return this form to your Payroll Specialist at least 3 business days before the payroll will be called in. Sending bonus amounts in writing is best to ensure efficient processing.

I plan to process a bonus payroll:

Check Date: ___________________ Call In Date: ___________________

☐ I’m not sure when we will run the bonuses, but I will call as soon as I know for sure.
☐ I want a separate payroll run for my bonuses.
☐ I want to run separate bonus checks with my normal payroll run.

Please note, when calculating bonus amounts, they need to be reported as gross amounts (amount prior to taxes withheld). If you would like an employee to receive a specific net amount as their bonus, then the bonus amount would need to be ‘grossed’ up to incorporate the applicable taxes being withheld (your Payroll Specialist can assist you with this if needed).

Taxing Options:

☐ Regular Taxes (based on our normal payroll frequency)
☐ Regular Taxes (based on our normal payroll frequency, but not including additional federal and state overrides)
☐ Tax at a different frequency (i.e. Monthly, Quarterly, etc.)
   Specify frequency to be used: ____________________________
☐ FICA Only (Federal and State will be blocked, only the minimum mandatory taxes will be taken)
☐ Supplemental Taxes (current Federal Supplemental Tax Rate and applicable state, local and FICA)

Payroll Options:

☐ Gross amounts provided – deduct taxes.
☐ Net amounts provided – gross up for taxes and specify which taxes.
☐ Block Direct Deposit (all live checks)
☐ Block all deductions
☐ Block all deductions except pension (i.e. 401k, SIMPLE, 403b, etc.)
☐ Block ESS/VMR if applicable. Discuss options with your Payroll Specialist.

Client Signature:__________________________________________ Date: ____________