



Company Name _____

Client# _____

Contact Name _____

Phone# _____

Client Service Rep _____

Date _____

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.

Direct Deposit: If your bonus checks will be direct deposit, please call in your bonus run at least three business days before the check date.
Keep In Mind: Once you process a bonus payroll, the bonus amount will appear in the year-to-date section on all subsequent checks. Therefore, if you are handing out live checks you may want them to be processed on a separate run from your regular payroll. If you have questions about this, please contact your Client Service Representative.

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: _____