

Bonus Payroll *Worksheet*



To help us in processing bonus checks for you, please provide the following information.

Customer Service Representative _____

Client # _____

Company Name _____

Will a list of employees and corresponding bonus amounts be provided? Yes No

How will these bonuses be processed?

Regular Payroll Supplemental Payroll

Bonus Checks are to have a check date of _____ (date)

Calculation Method Gross up FICA only? Yes No

Check Type Paper Checks Allow Direct Deposits Advance

Tax Instructions Supplemental Rate Block FIT/SIT Tax as Usual

Deductions Normal Deductions Only Retirement No Deductions

Delivery Instructions: _____

File Guardian Yes No

ESS (Employee Self Service) Yes No

Special Instructions: _____

OFFICE USE ONLY

Direct Deposit _____ 100k Deposit _____

Prior Quarter _____ PMI Checks _____