



Bonus Payroll Worksheet

Customer Service Representative _____

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

Client #	Company Name
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How will these bonuses be processed?	Regular Payroll	Separate Payroll
1. Are the bonuses based on the employee's performance during the year?	Yes	No
2. Are the bonuses based on the company's performance during the year?	Yes	No
3. Are the bonuses based on the employee's performance during the quarter?	Yes	No
4. Are the bonuses based on the company's performance during the quarter?	Yes	No
5. Are the bonuses based on the employee's performance during the month?	Yes	No
6. Are the bonuses based on the company's performance during the month?	Yes	No
7. Are the bonuses based on the employee's performance during the week?	Yes	No
8. Are the bonuses based on the company's performance during the week?	Yes	No
9. Are the bonuses based on the employee's performance during the day?	Yes	No
10. Are the bonuses based on the company's performance during the day?	Yes	No

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

Calculation Method	Gross up Social Security/Medicare only?		Yes	No
Check Type	Paper Checks	Allow Direct Deposits	Advance	
Tax Instructions	Tax as Usual	Block Federal & State	% Withheld	Fed _____ % State _____ %
Deductions	Normal Deductions	Only Retirement	No Deductions	

Delivery Instructions:

File Guardian	Yes	No	Block Paystubs	Yes	No
Secureview	Yes	No	Block Paystubs	Yes	No

Special Instructions:

Office Use Only

Direct Deposit	100k Deposit	Prior Quarter	PMI Checks
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Thank you for your business.