



Customer Service Representative \_\_\_\_\_

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

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

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Office Use Only*

Direct Deposit \_\_\_\_\_      100k Deposit \_\_\_\_\_      Prior Quarter \_\_\_\_\_      PMI Checks \_\_\_\_\_

**Thank you for your business.**