



Bonus Payroll Worksheet

Note: Bonus payrolls required a minimum of two business days for processing, so please give your CSR advanced notice.

Company Code _____ Company Name _____

How will these bonuses be processed?

- Regular Payroll
- Supplemental Payroll

Check date _____

Check Type

- Paper Checks
- Allow Direct Deposit
- Advance

Calculation Method

- Gross
- Net

Tax Instructions

Tax at Supplemental Rate Block FIT/SIT Tax as usual

Deduction Instructions

Take normal deductions Only retirementTake no deductions

Delivery Instructions: _____

Special Instructions: _____

CSR: _____

Office Use Only

Direct Deposit _____

Prior Quarter _____

100k Deposit _____

PMI Checks _____