



Bonus Payroll Worksheet

This form is an Adobe Fill-in form. Please complete each field while the form is open on your computer. Then Print or Save the completed form to scan and email to Payroll Partners. Please retain a copy for your records as well.

Company Code

Company Name

Contact Name

Contact Info

Do you want bonus checks processed with a regular payroll or a separate supplemental payroll run for an additional fee?

Include with Regular Payroll → Check Date

Separate Check? Yes No

Supplemental Payroll → Desired Supplemental Check Date

Check Type (Please identify employee types or categories for bonus payments. Ex.: Separate columns for Clergy, Employee, 1099 Contractors, etc. on any list or spreadsheet):

All checks should be printed checks

Allow Direct Deposit

Will you be writing the checks yourself and Payroll Partners will enter as manual checks?

Yes No

Bonus Calculation Method:

We will provide Gross amounts to be taxed

We will provide Net check amounts to be grossed up for taxes*

* Note: Payroll Partners will need 1 week advance notice for grossed up checks, and there will be additional charges of a \$10 base fee plus \$0.20 per check for calculating grossed up amounts.

Tax Instructions:

Tax at IRS Supplemental Rate (22%)

Tax Normal

Block Fed W/H

Block State W/H

Block Additional Fed W/H Amount**

Block Additional State W/H Amount**

**Note: If employee has elected additional W/H it would be withheld if not blocked. Ex.: Additional \$10 per pay, or Clergy flat amounts.

Deduction Instructions (i.e. Insurance, Garnishments, etc.):

Take normal deductions

Take only retirement plan deductions

Take no deductions

Delivery Instructions (Additional Fees may apply):

Additional Fees Apply:

Courier

Priority Overnight - FedEx

2 Day FedEx

No Additional Fees:

Pick up at Payroll Partners Office

Include with next scheduled payroll

Special Instructions: