



## BONUS PAYROLL WORKSHEET

*This form is an Adobe Fill-in form. Please complete each field while the form is open on your computer. 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 Email \_\_\_\_\_

**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 provided esheet):

\_\_\_\_\_ Allow Direct Deposit \_\_\_\_\_ Payroll Partners should print live checks

Will you be writing the checks yourself and Payroll Partners will enter as manual checks? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If you plan to write the checks yourself, Payroll Partners will provide a special template spreadsheet to use.)*

### **Bonus Calculation Method:**

\_\_\_\_\_ We will provide Gross amounts to be taxed

- Five (5) business days advance notice required for non-grossed up checks.

\_\_\_\_\_ We will provide Net check amounts to be grossed up for taxes *(Grossed up checks require advance notice and will incur fees)*

- Ten (10) business days advance notice required for grossed up checks.
- Grossed up checks based on 22% Federal Withholding or no Federal Withholding: \$10 base fee plus \$0.30 per check.
- Grossed up checks based on employee W4 elections: \$10 base fee plus \$1.50 per check.

### **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, Child Support, etc.):

\_\_\_\_\_ Take normal deductions \_\_\_\_\_ Take only retirement plan deductions if not \$ \_\_\_\_\_ Take no deductions

\_\_\_\_\_ Take Child Support deductions *(check with the state agency to determine if additional child support deductions are required)*

### **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:**