BONUS PAYROLL WORKSHEET

This form is a fillable PDF. Please complete each field while the form is open on your computer. Save the completed form or print and scan the completed form and email to Payroll Partners. Please retain a copy for your records. You will be sent a separate esheet (spreadsheet) to record bonus amounts and categories for bonus payments. Ex.: Clergy, Employee, 1099 Contractors, etc.

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: (check only one)

☐ Allow Direct Deposit
☐ Live checks printed by Payroll Partners
☐ Manual, In-House Checks written by you

Bonus Calculation Method: (Check only one)

☐ 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 all grossed up checks.
- Grossed up checks based on 22% Federal Withholding or no Federal Withholding: $10 base fee plus $3.25 / check.
- Grossed up checks based on employee W4 elections: $10 base fee plus $3.75/ 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
☐ 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: