100 Manley Road

P.O. Box 1837 Auburn, ME 04211-1837

Local: (207) 783-6880 – Toll Free: (800) 734-6880 – Fax (207) 753-0484 – [www.payrollmgt.com](http://www.payrollmgt.com/)

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