



Bonus Payroll Worksheet

This form is an Adobe Fill-in form. Please complete each field while the form is open on your computer. Then click on the Print Form button above to print the completed form.

Company Code Company Name

Do you want these bonus checks to be processed with a regular payroll or on a separate supplemental payroll run?

Regular Payroll Supplemental Payroll Desired Check Date

Check Type:

All checks should be printed checks Allow Direct Deposit

Will you be writing the checks yourself? 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

Payroll Partners will need 1 week advance notice for grossed up checks, and there will be additional charges for calculating grossed up amounts.

Tax Instructions:

Tax at Supplemental Rate (25%) Tax Normal Block Fed W/H Block Additional Fed Amount

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

Take normal deductions Take only retirement plan deductions Take no deductions

Delivery Instructions:

Normal delivery Overnight Delivery - Fed Ex Pick up at Payroll Partners Office

Special Instructions:

| | | |
|-------------------------|-----------------|-----------------------|
| Direct Deposit _____ | Office Use Only | Jumbo Tax Dep _____ |
| 401k/HSA File _____ | | Prior Quarter _____ |
| Positive Pay File _____ | | Combine Reports _____ |
| GL File _____ | | |