Print Form

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:

Office Use Only

Direct Deposit ____ Jumbo Tax Dep ____

401k/HSA File ____ Prior Quarter ____

Positive Pay File ____ Combine Reports ____

GL File ____