**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 retirement Take no deductions

# Delivery Instructions:

**Special Instructions:**

CSR:

Office Use Only

Direct Deposit Prior Quarter

100k Deposit PMI Checks