



FAX: 251-243-0903

ATTN: Lindsey Slawson

Pages ____

Page ____ of ____

*** fax or email 48 hours before processing is expected this will give us time to verify your request

BONUS PAYROLL

Client Name: _____

Contact Name: _____ Phone # _____ ext _____

____ Second check with payroll dated ____/____/____

____ Separate payroll dated ____/____/____ deliver ____/____/____

Employee Number	Employee Name	\$\$ Gross Amount	Fica Only Y/N	FIT R, \$, or %	SIT R, \$, or %	Direct Deposit Y/N	Vol Deductions Y/N	\$\$ Net Amount

****Please note:**

- If you want the bonus run to have a different date than your payroll then it must be processed separately.*
- If you want the bonus checks to net a specific amount please make sure to use the correct column AND indicate with a Yes or No whether taxes should be included.
- The FICA percentage of 7.65% is controlled by the IRS and must be deducted from all income.
- FIT & SIT Columns: R= regular taxes based on tax tables %= give % of tax to be withheld \$= give flat amount to be withheld
- You can make copies of this form if you need more than one sheet but **please number the pages before faxing**

*Regular payroll fees apply

Phone: 251.243.0902 Fax: 251.243.0903

We Make Payroll Easy!