



FAX TO: 516-931-8500

ATTN: Year End Help Desk

Pages ____

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

BONUS PAYROLL

Client Name: _____ Client # _____

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.
- 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**