

# **BONUS CHECKLIST**

Please complete this checklist to assist us in preparing your bonus payments.

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Is the Bonus discretionary or non-discretionary? \_\_\_\_\_ ex: a Non-discretionary bonus would be of a contractual nature. Employer is contractually obligated to issue a bonus to the employee.

❖ **Check Date:** \_\_\_\_\_

\*\*\*Keep in mind; we **cannot** back date a payroll. This means if we have already run a Regular payroll dated for a Friday, we cannot back date the payroll for a date prior to that Friday. You need to select a future date\*\*\*

❖ **Live Checks or Direct Deposit:** \_\_\_\_\_

\*\*\*If you choose Direct Deposit, please remember we need 2 business days to guarantee the direct deposit will take effect on the pay date

❖ If Direct Deposit, will deposits go to the net pay account only or will they be split between different accounts? \_\_\_\_\_

❖ Special message printed on the checks?

Message: \_\_\_\_\_

❖ **Delivery Instructions:** **YES** **NO**

Send checks using normal delivery method?  
Would you like to pick up the checks?  
Would you like to use GSSS for the checks?  
(Fee of \$8.75)

## **DEDUCTIONS:**

Checkmate will need to gross up check from net?  
(\$6.00 fee for each bonus check that is grossed up)

HEALTH/DENTAL:

RETIREMENT PLAN (401K, 403B, IRA, ETC):

EMPLOYER MATCH ON RETIREMENT:

LOAN PAYMENTS:

OTHER DEDUCTIONS:

## **FEDERAL WITHHOLDING:**

(Please check one):      Normal Amount:      (this will include any extra or flat amounts)  
                                 Flat 25% Amount:  
                                 Other:      Explain:

\*\*\*Please note, bonus payrolls generally cost as much as a regular payroll, but can vary on the number of checks issued.