

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 FEDEX for the checks? (Fee of \$12.00)	_____	_____

DEDUCTIONS:

Checkmate will need to gross up check from net? _____
(\$6.25 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 22% Amount: _____
 Other: _____ explain: _____

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