



Bonus Checklist

Please submit this no later than 3 business days prior to the check date. Additional fees will apply for bonus payrolls.

Company Name: _____

Completed By: _____ Date: _____

- Discretionary Bonus (not announced or guaranteed in advance)
- Non-Discretionary Bonus (contractual nature)

Check Date: _____

Please Note: We cannot date a bonus payroll earlier than your most recently finalized payroll. Example: If you have a regular payroll dated for Friday, we cannot date your bonus payroll prior to that date.

- Live Checks
- Direct Deposit (we need 2 business days to guarantee the direct deposit will take effect on the pay date)

Special message printed on the checks (optional): _____

- Delivery Method:** Normal Delivery Method
- Pick-Up
 - UPS (delivery fee applies)

Gross-up from net (fee for each bonus pay-statement applies): Yes No

- Deductions:**
- Retirement Plan (401K, 403B, IRS, ETC)
 - Loan Payments
 - Other, please explain: _____

- Federal Withholding (select one):**
- Normal Amount
 - Flat 22% Amount
 - Other, please explain: _____