

Bonus/Additional Payroll Request Form

Company ID:

Company Name:

The following information is needed to set up the check date

Check Date:

Pay Period:

What type of payroll is this? *Bonus* *Regular* *Other:*

Are we blocking deductions? *Yes, all* *No* *Other:*

Are we blocking accruals? *Yes* *No*

Are we blocking direct deposit? *Yes* *No*

Run this with regularly scheduled payroll? *Yes, set up separate BATCH under existing check date*
No, set up separate PAYROLL (regular processing fees apply)

How will these checks be taxed?

IRS Supplemental (22% Fed, 10.23% CA) *Regular Rate* *No Federal or State income taxes*
Other:

Will the tax liability be Negative? *No* *Yes (please note a File Edit Fee may be applied)*

Will the tax liability go over \$100,000?

Also, if payroll is within same liability period as the regular check date ([Sat, Sun, Mon, Tues] OR [Wed, Thur, Fri]), will combination go over \$100,000?

No *Yes*

Do you want Employee Self-Service kiosk notifications blocked?

No *Yes*

Additional Notes/
Delivery Instructions:

Requested By:

Date:

*****INTERNAL USE ONLY: REMEMBER TO CHECK TRANSFERS*****

Created By:

Date: