



Company Name _____
Client/Co # _____
Contact Name _____
CSR Name _____

Bonus Payroll Preparation Questionnaire

Please answer the following questions concerning your Bonus Payroll Processing.

1. Run Bonus Checks WITH our normal payroll? ☐ YES or ☐ NO

If YES: Should Bonus dollar amounts be on separate checks? ☐ YES or ☐ NO

2. Run a separate payroll for Bonus Checks? ☐ YES or ☐ NO

If YES: Indicate the Bonus payroll Check Date ____ / ____ / ____

Bonus Check Specifications

✓ Please Check Selections

(Specifications will apply to ALL employees. Please note any exceptions.)

Bonus dollar amounts listed are: ☐ NET \$ ☐ GROSS \$

Payment Type: ☐ Live Check ☐ Direct Deposit ☐ Update Only/Manual Check

Override Federal Income Tax:

☐ Suppress ☐ Flat Percent ____% ☐ Flat Dollar \$ ____ ☐ 2012 Supplemental Rate Flat 25%

By Tax Freq: ☐ Wkly ☐ Bi-wkly ☐ Semi-mthly ☐ Mthly ☐ Quarterly ☐ Annual

(PER IRS SUPPLEMENTAL INCOME OVER \$1 MILLION MUST BE TAXED AT A FLAT RATE OF 35%)

Override State Income Tax:

☐ Suppress ☐ Flat Percent ____% ☐ Flat Dollar \$ ____

By Tax Freq: ☐ Wkly ☐ Bi-wkly ☐ Semi-mthly ☐ Mthly ☐ Quarterly ☐ Annual

Social Security/Medicare Taxes: Not Optional

Voluntary Deductions:

Suppress All? ☐ YES ☐ NO (if no see below)

✓ Check all that should be deducted from Bonus Checks:

☐ 401K/Def. Comp ☐ Insurance ☐ Loans ☐ Union ☐ Garnishments ☐ Other _____

Please list any other special instructions: _____

Please fax completed form to (630) 368-3900

or email to support@payvilleusa.com