



Bonus Payroll Process Request:

Client Name: _____ Client Code: _____

Person Requesting Bonus Payroll Process: _____ Date: _____

Funds will be: Direct Deposit Live Checks Only
***Remember check date must be a minimum of 3 banking days away if funds will be direct deposited*

Check Date: _____ Period Begin Date: _____ Period End Date: _____

Bonus Amounts should be: Gross Net
***If amounts are "gross" amounts, taxes will be deducted from the gross amount* ***If amounts are "net" amounts, taxes will be paid by the employer in addition to net bonus amount and net amount is received by employee. Usually taxed for Social Security and Medicare Only*

Taxation: Standard Social Security and Medicare Only Supplemental
***Current Form W-4* ***Most common taxation for "net" bonuses is Social Security and Medicare only*

Next Day Tax Payment: Do you reasonably expect your tax liability to exceed \$100,000.00 for the check date: Yes No
***Remember this includes ALL payrolls dated for the check date* ***Should Next Day tax payment occur, funds will have to be wired to Autopaychecks to ensure timely tax payment*

Deductions:

Please list any deductions (and employer contributions) that **SHOULD** be included in this bonus payroll processing:

***If no deductions or employer contributions are listed above, no deductions or employer contributions will be included*

Authorized Signature: _____ Date: _____

***Please have authorized signer sign this form acknowledging that there may be a temporary ACH increase to cover the bonus funds needed – as per your ACH Origination Contract.*

Email: info@autopaychecks.com

Fax: 970-257-1872