



Bonus Payroll Preparation Questionnaire

Please answer the following questions concerning your Bonus Payroll Processing.

- Run Bonus Checks WITH our normal payroll? YES or NO
If YES: Should Bonus dollar amounts be on separate checks? YES or NO
- Run a separate payroll for Bonus Checks? YES or NO
If YES: Indicate the Bonus payroll **Check Date** _____ / _____ / _____

Tell us about the specifics on Bonus Checks

Please Circle Choices

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

Bonus dollar amounts listed are: **NET \$** or **GROSS \$**

Payment Type: Live Check Direct Deposit Uppdate Only

FICA: **NOT OPTIONAL**

Federal Income Tax:	<u>S</u> uppress	Flat <u>P</u> ercentage _____%
	<u>F</u> lat Dollar \$ _____	2008 Supplemental Rate <u>F</u> lat <u>25</u> %
Or	By Tax Freq:	<u>W</u> kly <u>B</u> i-wkly <u>S</u> emi-mthly <u>M</u> thly <u>Q</u> uart <u>A</u> nnual (PER
IRS SUPPELMENTAL INCOME OVER \$1 MILLION MUST BE TAXED AT A FLAT RATE OF 35%)		

State Income Tax:	<u>S</u> uppress	<u>P</u> ercentage _____%	<u>F</u> lat Dollar \$ _____
Or	By Tax Freq:	<u>W</u> kly <u>B</u> i-wkly <u>S</u> emi-mthly <u>M</u> thly <u>Q</u> uart <u>A</u> nnual	

Voluntary Deductions: Suppress All? **YES** or **NO** (if no see below)

Circle all that should be deducted from Bonus Checks:

401K/Def. Comp Insurance Loans Union Garnishments Cr. Union

List any other that should be deducted: _____

Please fax completed form to (630) 368 - 3900

Company # _____ - _____ Company Name _____ Date _____

Your Payville USA Customer Service Rep. _____ Completed By: _____