

## Bonus Payroll Request Form

To help us accurately process your Bonus payroll, please complete this form and fax to **(952) 223-6138** or e-mail the completed form to your dedicated account manager

Check Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Number of Employees to be Paid: \_\_\_\_\_

Direct Deposit: YES\* NO

*\* (If yes, payroll will need to be processed by to 2pm, 2 business days prior to the check date)*

Amount Provided: GROSS (Prior to Deducting Taxes) NET (Amount employee is to Receive)

**Other than Social Security and Medicare Taxes, please select any additional deductions to be taken:**

Federal Income Tax

State Income Tax

401k

Health/Dental/Vision

Other (Please Specify) \_\_\_\_\_

Should the employee have access to view this Bonus pay stub online? YES NO

If you have any additional instructions or requests for your bonus payroll, please enter them below:

Your Company Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ATTENTION:** If the total direct deposit amount of your Bonus payroll exceeds \$500,000.00 or if any one individual direct deposit amount exceeds \$100,000.00 you must send a wire transfer to fund your payroll. Please contact your dedicated Account Manger for wire transfer instructions.