



PaySMART

It's not payroll. It's people.™

864-PAYROLL | PAYSMARTSC.COM

BONUS PAYROLL CHECKLIST

Company Name: _____ **Check Date for Bonuses:** _____

Payroll:

- ☐ Run with payroll, same check
- ☐ Run with payroll, separate check
- ☐ Run as separate payroll
- ☐ Include retirement contributions?
- ☐ Do not include employee notifications (email paystubs, HUB notifications, etc.)

**Please note that if the bonus is processed with payroll, the taxes will be the same regardless of it's on the same check or separate check unless taxes are otherwise specified below.*

Taxes:

- ☐ **Gross** Amounts Provided (This is the amount before taxes are calculated)
 - ☐ Calculate Normal Taxes
 - Least Amount of Taxes (FICA only, no Federal or State withheld)
 - ☐ Percentage: Federal Withholding % _____ State Withholding % _____
- ☐ **Net** Amounts Provided (This is the amount after tax calculations, or the "take home" pay. Checks will be grossed up to cover taxes and retirement if this was checked to be included)
 - ☐ Calculate Normal Taxes
 - ☐ Least Amount of Taxes (FICA only, no Federal or State withheld)
 - ☐ Percentage: Federal Withholding % _____ State Withholding % _____

Delivery Instructions

- ☐ Direct Deposit (no delivery charge)
- ☐ I will write checks in-house (no delivery charge)
- ☐ I will pick up checks at PaySMART (no delivery charge)
- ☐ I want PaySMART to UPS all checks to the business (delivery fee starts at \$25)
- ☐ I want PaySMART to mail checks to my employees (delivery fee is \$3 per check)

Other special instructions or notes: _____

Authorized Signature: _____ **Date:** _____