Paysmart
It's not payroll. It's people.®

Bonus Checklist

Accurate Payroll Starts Here

When giving year-end bonuses to your employees, accuracy and timing are critical to avoid incorrect amounts, early deposits, or missed details. Use this Bonus Checklist to submit all of your bonus details to Paysmart by **December 8, 2026** for accurate, timely processing.

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

Payroll Instructions:

- ☐ Run with payroll, same check
- ☐ Run with payroll, separate check
- ☐ Run as a separate payroll
- ☐ Include retirement contributions
- ☐ Do not notify employees

Taxes:

Gross Amount
You tell us the total amount - the employee will get less after taxes are taken out.

- ☐ Calculate Normal Taxes
- ☐ Least Amount of Taxes (FICA Only, No Federal or State Withheld)
- ☐ Withholding: Federal % _____ State % _____

Net Amount
You tell us what you want the employee to take home - we'll add the taxes so their check equals that amount.

- ☐ Calculate Normal Taxes
- ☐ Least Amount of Taxes (FICA Only, No Federal or State Withheld)
- ☐ Withholding: Federal % _____ State % _____

Delivery Instructions:

- ☐ Direct Deposit
- ☐ I will write the checks in-house
- ☐ I will pick up checks at Paysmart
- ☐ 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)*

Authorized Signature: _____ **Date:** _____

Questions? Contact Us - 864.PAYROLL | payroll@paysmartsc.com