

Year end bonus form

Reset

Sent by

Company name

Special instructions

This is page _____ of _____

Phone number

Current date

Client code

(Your four digit company code)

Date of bonus check Deductions taken out (specify)

Please Specify Deductions to be Taken

Stop all direct deposits
Checks will be issued

Delivery needed by Deductions not taken out

Check frequency (if changed)

Change the taxing frequency for this bonus.
Mark frequency to the right, if frequency is not to be changed leave unchecked.

Weekly Bi-weekly
 Semi-monthly Monthly
 Quarterly Annually

Enter a specific tax percentage or flat amount if needed

Percentage (Federal)
 Percentage (State)
 Flat Amount (Federal)
 Flat Amount (State)

Please Specify Amount

Flat dollar amount or percentage **for Fed**
Flat dollar amount or percentage **for State**

NOTE: If you fax in your payroll, please use this form to provide bonus information to PayChoice for processing. Fill in the employee name, number and the bonus amount in the fields below.

If bonus is to be grossed-up please indicate the following and use the **Net-Bonus Column**.

Gross-Up FICA/Medicare Only All Taxes

Employee name	Employee number	Gross bonus amount	Net bonus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total bonus amount for this page

Employee name	Employee number	Gross bonus amount	Net bonus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please print and fax to your Sage Payroll Services office. Use as many pages as needed. The reset button at the top of the page will clear the page ready for your next input group.

I authorize the information submitted on this form to Sage Payroll Service is accurate and accept responsibility for its use in processing year-end adjustments.

Signature

For internal use only
Received: ___/___/___ Processed by: _____
Process run number: _____