

Year-End 2023 Bonus Payroll Form

Please complete & submit to your payroll specialist **no later than Friday December 15, 2023**

Client Code: _____ Company Name _____ Date: _____

- **PLEASE NOTE** We will not process a payroll without this form
- Payrolls Exceeding \$100,000 may require funding by WIRE TRANSFER

___ PROCESS BONUS AS A SEPARATE PAYROLL RUN

___ PROCESS BONUS WITH A REGULAR PAYROLL RUN

Issue bonuses as a separate check – YES / NO

Period Ending Date _____ Processing Date _____ Check Date _____

Taxing Options

Choose one of the following taxing options (Consult your tax professional for additional information regarding bonus taxation.) Your Payroll Specialist will use the information below to set up the appropriate taxation for your bonus payroll.

___ Take Regular Taxes

___ I will provide Asure with pre-calculated gross-to-net figures.

___ Take supplemental wage tax for federal (22%) and applicable state, local and FICA Taxes.

Payroll Options (please check all that apply)

___ Block Direct Deposit and Issue Live Checks

___ Block all voluntary deductions except for pensions (retirement contributions)

___ Block all voluntary deductions.

___ Block the voluntary deductions listed: _____

Delivery Options (if **different** than usual delivery method, select only 1)

___ US Postal Service directly to Employee

___ Ground shipping to the business

___ Next Day Air shipping to the business

___ Client Pickup

Note: If you **do not have any additional bonus payments, you do not need to return this form.**