



Year-End 2024 Bonus Payroll Form

Please complete & submit to your payroll specialist **no later than Tuesday December 17, 2024**

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