



Year-End 2025 Bonus Payroll Form

Co. ID# _____ Company Name _____ Date: _____

Notes & Reminders

- This form is only required if you are running a bonus payroll. Please complete & submit to your payroll specialist **at least 3 business days before the bonus payroll submission date.**
- Failure to provide period range will result in us defaulting to using the check date for the begin and end dates.
- All bonuses **must** be submitted at least two business days prior to check date. **We strongly encourage all bonus runs be submitted well in advance.**
- Any payroll exceeding approved liability limits may require funding by **WIRE TRANSFER.**

Bonus Payroll Type (mark all that apply)

- ☐ Process as a separate payroll.
- ☐ Process with a regular payroll run.
 - ☐ Include bonus with regular wages.
 - ☐ Issue a separate bonus check.

Bonus Amounts submitted are:

- ☐ Gross
- ☐ Net

Payroll Options (Check all that apply)

- ☐ Block Direct Deposit and Issue Live Checks.
- ☐ Block partial deposits. Leave only primary direct deposit.
- ☐ Block all scheduled deductions except for pensions (retirement).
- ☐ Block all scheduled deductions.
- ☐ Block the scheduled deductions listed:

- ☐ I would like a comment to print on ALL checks:

Bonus Period

Period Begin Date _____ Period End Date _____

Processing Date _____ Check Date _____

Taxation (check all that apply)

- ☐ Take Regular Taxes based on preset payroll frequency.
 - ☐ Block Additional Tax Withholding
- ☐ Take Regular Taxes based on the following payroll frequency:
 - ☐ Quarterly
 - ☐ Semi-Annual
 - ☐ Annual
- ☐ Block Additional Tax Withholding
- ☐ Only take required FICA & Local 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.

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

- ☐ US Postal Service directly to Employee. (This is not a trackable delivery option)
- ☐ Ground shipping to the business.
- ☐ Next Day Air shipping to the business.
- ☐ Client Pickup. (Where available – confirm with CSR)