

Bonus Payroll Form

Please submit completed form to Tandem HR by 2:00 p.m. four days prior to the pay date.

Company Name: _____ Contact Name: _____

Phone: _____ Pay Date for Bonus Checks: _____

Direct Deposit? Yes No

If processed with regularly scheduled payroll, would you like separate checks? Yes No

Gross-up: Yes No Taxation method: Supplemental Aggregate

Note: If a check is to be grossed up, the supplemental rate must be used.

| Employee Number | Employee Name | Bonus Amount | Retirement Adjustment (form required) |
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Please note:

- All reports for the bonus run may be viewed online by managers with access to view.
- If there are retirement alterations, the transactions must be processed separately from the regular payroll.
- Supplemental bonuses are processed on a separate check, and standard service fees apply.
- Pre-funding may be required depending on total bonus amounts.
- Checks may be grossed up, so the employer pays all taxes resulting in a specific net pay.
- If the employee chooses not to waive their 401(k), then their net pay will be reduced by their deferral.

Approval Signature: _____ Date: _____