

Client Number

Client Name

Run with  Yes

Normal Payroll:  No (Separate Payroll Run)

Check Date

Pay Period (if separate payroll)

### Bonus Preferences

Suppress Employee Pay Stub Email Alert?  Yes  No

All Live Checks or Direct Deposit?  Live Checks  Direct Deposit

Block Normal Deductions?  Yes  No

Check Stub Message for all Employees (optional) Message:

### Bonus Payroll Options

Are the bonus amounts provided the gross (common) or the net amounts?  Gross Amounts  Net Amounts

Should bonus checks have regular taxation or special taxation? (Ex. Supplemental rates, flat \$ amounts, or percentages)  Regular  Special Taxation (use Notes)

Block Child Support/Garnishments?  Yes  No

Should retirement (401k) be withheld?  Yes  No

Should the retirement match be calculated?  Yes  No

### Printing & Delivery

Do you want the checks printed and shipped?  Yes  No

Use your normal delivery method and address?  Yes  No (add details in Notes section)

### Notes

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**Run with Normal Payroll:** Should your bonus checks process with an upcoming regular payroll or separate? If on a normal payroll, employees will receive two stubs for one check date - one Regular Check and one Bonus Check. Your Payroll Register will reflect both check types. A separate payroll provides reports and totals containing only information from your bonus payroll.

**Suppress Employee Pay Stub Email Alert:** Do you plan to surprise your employees with their bonuses? We can turn off the email alert for employees using self-service, so you can share the good news with your staff!

**All Live Checks or Direct Deposit:** Do you want to surprise your employees with bonus checks? We can generate live (paper) checks for all employees. Verify the delivery method and the address with your Payroll Support Team.

**Block Normal Deductions:** Do your employees have recurring deductions such as medical or dental? We can block recurring deductions; notate any special requests on the form.

**Check Stub Message:** We can add a custom message on your employee check stubs, simply note it on the form.

**Gross vs. Net Pay:** Provide gross (before taxes and deductions), or net pay (take home) amounts.

- *Gross Pay example: \$750 gross - \$137.41 taxes - \$62.50 deductions = \$550.09 net pay*
- *Net Pay example: if you want employees to take home \$500 for their bonus amount, choose net pay. Our system will calculate the gross pay to cover taxes and any chosen deductions, so the employee receives a bonus check in the amount of \$500.*

**Should bonus checks have regular or special taxation:** Unless otherwise specified, bonus checks will be taxed at the employee's normal frequency and chosen withholding preferences.

**Special Taxation:** using supplemental tax rates, flat \$ amounts, or percentages. Consult your CPA or Accountant for recommendations if needed, and we can update accordingly.

**Block Child Support/Garnishments:** Child Supports and flat \$ garnishments are usually based on monthly amounts withheld on normal pay frequencies. Garnishments that are calculated by percentages typically apply to all earnings and should be withheld. Reach out to the garnishment agency with any questions.

**Thresholds and Wiring Funds:** All accounts with Heartland have a set credit threshold in place. If your bonus payroll exceeds your limit, you may need to wire the funds.

**Federal liability is over \$100k:** The deposit is due the next business day. If you are running a large bonus payroll, we recommend processing your regular payroll first, and then process your bonus payroll. Funds may need to be wired to ensure the taxes are paid timely.

**Printing & Delivery, changing delivery method or address:** Are your bonuses live (paper) checks when your employees typically receive direct deposits? We can update printing and delivery for your bonus payroll or route your package to an alternative address. Just let us know!