

Year-end bonus payroll request form

Complete all fields on this form to request a year-end bonus payroll. If you fax us your payroll, please use this form to provide bonus information so we can process it correctly.

This is page ___ of ___

Reset

Sent by		Company Name		Special Instructions		Current Date	
Phone Number		Company Code					

After completing the request form, print and fax to your Sage Payroll Services support center. Use as many pages as needed and use the Reset button at the top of the page to clear the fields and enter information for more employees.

Bonus Payroll Check Date		Deductions Taken from Bonus Payroll?	Yes	No	Stop all Direct Deposits? (Paper checks will be issued)	Yes	No
Delivery Date		Specify Deductions to be Taken from Bonus					
Change the Tax Frequency for this Bonus?	Yes	No	Calculate Federal Tax with a specific:	Percentage	Flat Amount	Specify Percentage or Flat Amount	
Specify Tax Frequency			Calculate State Tax with a specific:	Percentage	Flat Amount	Specify Percentage or Flat Amount	

Employee First and Last Name	Employee Number	Gross Bonus Amount	Net Pay
		Line Total	

Employee First and Last Name	Employee Number	Gross Bonus Amount	Net Pay
		Line Total	

Total Bonus Amount on This Page

Signature

For internal use only

Received: ___/___/___ Processed by: _____

Process Run Number: _____