



CUSTOM PAYROLL SERVICES™

410-229-0177

Attn: _____

Payroll Specialist

BONUS RUN FORM

Please call or fax your CPS Payroll Specialist **at least 3 days** before the processing of your Bonus Payroll. Adding additional check dates to your calendar after you have processed your last payroll of the month or quarter causes problems with your month end deposits. If you plan to add a check date at the end of the month, please let us know in advance of your last scheduled check date.

Company Name _____ Company ID _____ Date _____

Contact _____ Email _____ Phone _____

Bonus Run Check Date _____ Anticipated Transmission Date _____

****Employee deductions or taxes blocked, or frequency changes must be clearly communicated to your Payroll Specialist. PC clients are responsible for blocking deductions and altering taxes. If assistance is required, please call. Fax clients must clearly indicate requirements on the Input Worksheet for each employee.****

Tax frequency should be: (check applicable):
Same as original paycheck _____ Other _____ (specify below)

Tax frequency should be (check applicable):
W ___ BW ___ M ___ SM ___ Q ___ Annual ___ Fed/State Supplemental Rate ___

Taxes to be blocked: None ___ FITW ___ State ___

(PA SITW, OASDI and MEDICARE cannot be blocked)

Employee recurring deductions to be blocked globally (i.e. 401k, Sec125). If yes, be specific by listing them below or note "ALL deductions".

Block direct deposit? Y ___ N ___

Set up to automatically be pay type "Bonus"? Y ___ N ___

Set Bonus code to auto post on pay grid? Y ___ N ___

If not bonus code, what if any code? _____

Additional notes: _____

This Bonus Run:

_____ will be run immediately after the normal payroll processing with the same check date and delivered with your regular payroll.

_____ will be run as a separate payroll check date.