



# BONUS PAYROLL PROCESSING



If your company provides holiday bonuses, performance-based incentives, and/or large lump sum year-end payouts, please plan accordingly to ensure you have a place for potential special processing issues such as mandatory wires to prevent costly errors.

Below is a helpful checklist of things to consider for bonus or special payroll processing:

Bonus/Special Payment Payroll Information	Yes	No	Additional Notes
Is the bonus going to be included with a regularly scheduled check date?			Please contact FSI 3 days in advance of processing to get an off-cycle check date added.
If the bonus is running with payroll, will it be on a separate check?			
Will the bonus be a live check?			
Will the bonus be taxed differently than a normal check? Federal supplemental rates are: Less than \$1 million = 22%, More than \$1 million = 37%			
Will the total 941 tax liability be greater than \$100,000 (If so the IRS requires next day payment) <u>To ensure timely payment of your tax obligations, your entire payroll liability will require a wire transfer</u>			
Will Direct Deposits reach \$100K to a single employee or Total Direct Deposits reach 500K? If so, <u>a wire will be required to ensure funds are deposited</u>			