BONUS PAYROLL PROCESSING

A simple worksheet for preparing holiday bonuses and special payments.

On-line form can also be found here

PLAN AHEAD

If your company provides holiday bonuses, performance-based incentives, or lump sum year-end payouts, please plan accordingly to ensure compliance with mandatory wire transfers or accelerated tax payment requirements.

BONUS PAYROLL CHECKLIST

Will the bonus be included with a regularly scheduled payroll?	☐ Yes	☐ No
If included with payroll, will it be on a separate check?	☐ Yes	☐ No
Will the bonus be issued as a live check?	☐ Yes	☐ No
Will the bonus be taxed differently from normal payroll?	☐ Yes	☐ No
Could federal tax liability exceed $100,000?	☐ Yes	☐ No
Could a single direct deposit reach $100,000?	☐ Yes	☐ No
Could total company direct deposits reach $500,000?	☐ Yes	☐ No

Special payrolls may require advance scheduling and wire funding. Confirm details with Future Systems, Inc.

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