



# Bonus Run Questionnaire

Email To: [processing@payrolldynamics.com](mailto:processing@payrolldynamics.com)

Client Code \_\_\_\_\_ Company Name \_\_\_\_\_

- ◆ I would like to schedule a Bonus payroll run on **Check Date** \_\_\_\_\_.
- ◆ This payroll        will        will not    be included with our normal scheduled payroll processing.
- ◆ I anticipate that the total tax liability of this payroll will be **greater than \$100,000:**        Yes        No  
If I answered yes, I understand that Payroll Dynamics will require me to process this payroll at least three business days prior to check date, or wire the funds ahead of time.
- ◆ I anticipate that there will be at least one individual with a direct deposit **greater than \$100,000:**        Yes        No  
If I answered yes, I understand that Payroll Dynamics will require me to process this payroll at least six business days prior to check date, or wire the funds ahead of time.

### Taxing Options:

Choose one of the following taxing options. (Consult your CPA or Tax Professional for advice or additional information regarding bonus taxation.)

- Allow the system to calculate taxes normally, based on our normal payroll cycle.
- Have the system calculate the Federal, State & Local Withholding based on Supplemental Bonus rates.
- Calculate taxes based on the following pay frequency: \_\_\_\_\_.
- Block Federal, state and local withholding. (Only withhold OASDI and Medicare)
- I will provide Payroll Dynamics with pre-calculated gross-to-net figures.

### Payroll Options:

- Block Pay Statement Notifications from being electronically delivered on check date.
- Cancel Direct Deposits and issue Live Bonus Checks.
- Cancel ALL scheduled deductions.
- Cancel ONLY the following scheduled deductions: \_\_\_\_\_  
\_\_\_\_\_.
- Allow ONLY the following scheduled deductions: \_\_\_\_\_  
\_\_\_\_\_.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_