

**Supplemental/Bonus Run Request**

Company Number \_\_\_\_\_ Company Name \_\_\_\_\_

Do you have a check template already set up? Template Name to Use \_\_\_\_\_

Caution – templates may change throughout the year.

Check Date\*\* \_\_\_\_\_ Period Begin \_\_\_\_\_ Period End \_\_\_\_\_

\*\* Be advised that if your company subscribes to Employee Self-Service, all transactions are available for review on check date.

\*\* PayData requires that you process by 1pm 2 business before your check date – this rule also applies to Supplemental/ Bonus runs.

Additional Run? **Yes No** Post in regular payroll? **Yes No** If yes, second check? **Yes No**

**Note: Additional Runs will incur additional processing fees.**

Earning Code to be used (ex. bonus, misc)? \_\_\_\_\_

**Note:** Gross payrolls in excess of \$600,000 may require funds to be wired.

Comment to print on check? \_\_\_\_\_

Are the amounts that you are providing to us the Gross or Net amounts? **Gross Net**

If **NET**, please circle the taxes that should be withheld. **OASDI Medicare Federal State**

When you provide NET amounts, we need to back into the Gross that needs to be posted. EX - You want to pay the EE \$300.00 net with FICA taxes only. We Gross up the check and post a Bonus of \$324.85, withhold the FICA taxes of \$24.85 and pay the EE \$300.00. Please remember, that the Employer also needs to match the FICA taxes.

[For a cheat sheet of Gross up calculations please go to [www.paydata.com](http://www.paydata.com) \ Resource Center-PayData Forms-How-To]

**If GROSS, How Do You Want it Taxed? (circle one option)**

Weekly Bi-Weekly Semi-Monthly Monthly Quarterly Semi-Annually Annually

**OR**

OASDI / Medicare only Flat Percent \_\_\_\_\_% Federal Flat Percent \_\_\_\_\_ % State(s)

Block Any Additional Federal and/or State tax that the employee normally has deducted? **Yes No**

Supplemental Rate Federal 22% Supplemental Rate State(s) \_\_\_\_\_

\* Seek direction from your accountant or IRS Publication 15 (Circular E) if uncertain as to how taxation should be handled.

**Do You Want to:**

Block Partial Direct Deposits? **Yes No** Block Net Direct Deposits? **Yes No**

Block Pension? (401K, 403b, Simple) **Yes No** Block other pre-tax deductions? (S125) **Yes No**

Block Recurring Deductions? **Yes No**

**Be careful when blocking garnishments. Some garnishments are taken on all wages; some are a flat amount per month/week.**

Block Gross from showing on check stub? **Yes No** **Note: Net pay amounts cannot be blocked from checks.**

Delivery Instructions: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

CSR \_\_\_\_\_ Date Requested \_\_\_\_\_ Date Processed \_\_\_\_\_