



## Bonus Run Checklist

Client # \_\_\_\_\_ Client Name \_\_\_\_\_

1. Requested by: \_\_\_\_\_
2. Check date \_\_\_\_/\_\_\_\_/\_\_\_\_ (period BEGIN \_\_\_\_\_ period END \_\_\_\_\_)
3. Who will be entering the Bonus data? Client or APS (please circle)
4. Federal Taxes:     22% Supplemental Rate (See page 2)  
                            Regular check  
                            Aggregate (See page 2)  
                            Other \_\_\_\_\_
5. Is the amount a Gross (amt. prior to taxes & deductions) or Net (amount EE receives on pay statement)?
6. Deduct 401(k)/SIMPLE; 403b; Roth? \_\_\_\_\_
7. Block deductions? \_\_\_\_\_
8. Block direct deposit? \_\_\_\_\_
9. Print message on checks? \_\_\_\_\_
10. When should EE's be able to view stubs on ESS (when processed, day before, day of)?
11. Other instructions? \_\_\_\_\_
12. Pick Up, USPS, Courier, or FedEx? \_\_\_\_\_
13. \*Run with regular payroll on same pay statement (will appear on YTD) \_\_\_\_\_  
       \*Run with regular payroll on separate pay statement (will appear on YTD) \_\_\_\_\_  
       \*Create a separate payroll run? \_\_\_\_\_

If Direct Deposits are over \$100K – requires fund to be wired.

Cost for Bonus payroll is your base fee for payroll plus the Bonus Surcharge of \$5.00 plus \$0.50 per pay statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Supplemental Taxation sample – basic calculation without pre-tax deductions:

Employee Jack is paid \$2,500 bonus. Employer can withhold at the Supplemental rate of a flat 22%.

$\$2,500 * 22\% = \$550$  (amount of Federal Tax to be withheld)

## Aggregate Taxation of Supplemental Pay (Bonus)

### Example

Employee Jack, who claims married filing jointly with no other adjustments on his 2021 Form W-4, is normally paid \$1,500 biweekly in federal income taxable wages. Between paychecks, Jack receives a production bonus of \$400. Using the aggregate method, the amount to withhold from the bonus payment is calculated as shown (from Worksheet 2 of Publication 15-T):

Total of bonus and most recent wages:	$\$1,500.00 +$ $\$400.00$	=	\$1,900.00
Withholding on total amount (wage bracket method):		=	\$98.00
Withholding from most recent wage payment of \$1,500.00:		=	<u>\$54.00</u>
Tax to withhold:		=	\$44.00

Examples taken from the American Payroll Association PayTrain Level 2.