

Bonus Payroll Request Form

Parish/School Name: _____ Division # **AC** _____

Check one option:

_____ I want my bonus checks printed along with the Payroll dated _____

_____ I want my bonus checks printed separately with a pay date of _____

Delivered by this date: _____.

Check one option:

_____ I want the bonus checks to be direct deposited into employees' accounts if they are enrolled in direct deposits.

_____ Make all bonus checks **live** checks. (Override Direct Deposit)

Check one option:

_____ I will provide the **Gross** amount for the bonus checks. (Bonus Net amount will be the Gross amount less all applicable taxes-SS, Med, State & Federal)

_____ I will provide the **Net** amount for the bonus checks and have IOI calculate the Social Security and Medicare taxes only along with the Gross amount.
(Gross to Net Check Type with State and Federal Taxes Override Setup of Fully Taxable, but No Tax)

Pastor's Signature _____ Date _____

Please complete this form and fax it to the Service Center Administrator along with the list of employees (In alphabetical order by last name) and amounts of bonus checks. All Bonus Payroll requests must be received 48 hours prior to check date.