

Client Name: _____

Now is a great time to begin thinking about how you want to process your year-end bonuses. All bonuses must be processed by: _____
date

Below are questions we will need you to answer to ensure they are processed correctly.

Please check all that apply:

- | | |
|------------------------|---|
| Live Check | Direct Deposit |
| 401k Withheld | 401K Suppressed |
| Taxed 25% Percent | Taxed According to EE File |
| Run with Payroll Batch | Run Separate Payroll Batch
(Add'l fee of \$35 to Invoice*) |

Pay Date: _____

*(Please send information for additional batches to your Payroll Specialist to include: Specific employees, amounts and pay date)

Completed by: _____ **Date:** _____

Signature: _____

Please return this form via fax or email:

Fax: 215.701.1922

Payrollsupport@clearpeo.com