



## Bonus Request Form

Company Name: \_\_\_\_\_

Check Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

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

Live Checks or Direct Deposit? \_\_\_\_\_

Are Amounts Provided Gross or Net Amounts? \_\_\_\_\_

### Submission

Attach your bonus listing; or you may use the worksheet provided on the next page. To allow proper processing time, please provide bonus information 4 business days prior to the check date.

### Payment for Bonus Payrolls

Bonus payments grossing under \$25,000 will be debited from your account 2 business days before the check date. Bonus payments grossing over \$25,000 will require a wire transfer. Contact your payroll specialist for wiring instructions.

### Reminder Regarding Federal Income Tax (FIT)

According to IRS guidelines, bonus payments are considered supplemental wages and will be taxed at the flat rate of 25% (or 35% if supplemental wages exceed 1 million) and not based on the employee's Form W4 elections.

### Texas Clients

If we have received an administrative writ of withholding for child support arrearages from the Office of the Attorney General and are making a bonus payment of over \$500, we must notify the OAG to determine how much of the bonus should be applied to the arrearages.

X \_\_\_\_\_

(Print Name)

*Please send this completed correspondence to your payroll specialist by e-mail or fax.*

**Thank you,  
eESI Payroll Department**

