

Bonus Check Payroll
(Form must be submitted 3 days prior to check date to Flex-Pay)

Date: _____

Co. ID#: _____

Co. Name: _____

Requested By: _____

If you are on Employee Self Serve, do you want us to block the employees from viewing? _____

Date to deactivate service: _____ Date to reactivate service: _____

Bonus Check Date: _____

Do you want period begin and end dates? _____

Begin: _____ End: _____

Circle One:

Direct Deposits

Live Checks

Tax Frequency (chose one or list the percentage amounts):

_____ Default to Employee Filing Status

_____ Annual

_____ Quarterly

_____ Percentage for Federal

_____ Percentage for State

Deductions:

_____ Block All Deductions

I want only the following deductions to come out of the employees bonus check:

Special Delivery Instructions (if there are no instructions, the package will be delivered as usual):
