

Bonus Check Payroll Request Form



Please submit form 3 business days prior to check date via fax or email.

Date: _____

Co ID #: _____

Company Name: _____

Requested By: _____

CBIZ Flex-Pay Payroll Specialist: _____

723 Coliseum Drive
 Suite 200
 Winston-Salem, NC 27106
 (336) 773-0128 main phone
 (800) 457-2143 toll free phone
(336) 714-1200 Fax

Check Date for Bonus Run: (This date also equals the effective date of employee direct deposits.)	
Period Beginning Date:	
Period Ending Date:	
Choose Payment Method: Please note that text bank notifications will alert employees of any Direct Deposited bonuses.	
Tax Frequency: Must Choose One (IRS guidelines state that bonus wages should be paid at supplemental rates unless paid on a regular paycheck)	
Any Blocked Deductions?	
Employee Online Paystubs Options– if applicable: (Only if your employees login to Employee Self Service to view and/or print their check stubs.)	
Reactivate Employee Self Service Date:	
Special Delivery Instructions: (If no special delivery instructions are listed, then the bonus payroll package will be delivered via the normal delivery service and instructions.)	
Any Special Notes or Additional Instructions:	

CBIZ Flex-Pay Fax Number: (336) 714-1200