



Bonus Questionnaire

Company Name: _____

Check Date: _____

Would you like the bonus payroll to be with regular payroll or on a separate payroll?

_____ Regular Payroll _____ Separate Payroll

If bonuses are on the regular payroll, will bonuses to be on the same check or separate check?

_____ Same Check _____ Separate Check

Will the bonuses be live checks or direct deposits?

_____ Live Checks _____ Direct Deposit

If you would like direct deposit, would you like the employees to receive their VMR paycheck stub like normal?

_____ Yes _____ No

Will the bonus amounts be a NET amount (employer pays taxes) or a GROSS amount (employee pays taxes)?

_____ NET _____ GROSS

*9525 W. Amarillo Blvd.
Amarillo, TX 79124*

TEL: (806) 356-9997
FAX: (806) 356-6393



If you would like bonus checks to be a GROSS amount, how would you like federal withholding to be taken from the bonus checks?

_____ Normal _____ Block _____ Flat Percentage

Would you like 401(k) to be deducted from the bonus checks?

_____ Yes _____ No _____ N/A

Would you like a note to be added to the bonus checks?

_____ Yes _____ No

*If yes, please provide us with the note below:

Print Name: _____

Signature: _____

Date: _____

*9525 W. Amarillo Blvd.
Amarillo, TX 79124*

TEL: (806) 356-9997
FAX: (806) 356-6393