

BONUS/UNSCHEDULED PAYROLL RUNS

If you choose to process a bonus or other type of unscheduled payroll during this time of year. Here are a few important reminders:

- It is very important to notify your Client Account Manager and submit payroll information at least two business days prior to your special payroll run check date.
 - If the federal tax liability on this payroll is in excess of \$100,000, taxes must be deposited by the next banking day.
 - Year-end payrolls with a 2009 check date will be included in your quarter 4-2009 wages and on your 2009 W2.
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Company ID _____ Company Name _____

Contact Name _____ Email Address _____

To process a bonus or unscheduled payroll, please complete this form and fax it to your Client Account Manager at 763-513-5968.

- What will be the check date of your bonus/unscheduled payroll? _____
 - On what day will you submit the payroll information? _____
 - Any special delivery instructions? _____
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Circle Input Method:

MILLENNIUM PC PAYENTRY.COM CALL-IN/FAX-IN

Before beginning this payroll, please determine whether or not these items apply:

- Block Auto Pay Salary, Benefit Accruals, and or Auto Labor Distribution.
- Block Direct Deposits and issue checks for employees.
- Special payment flag/Supp tax rate (This includes Federal (25%), State (MN is 6.25%, percent varies for other states), Social Security, Medicare, and any local taxes.
- Block 401K/403B/Simple/SEP Deductions.
- Block all other recurring Deductions and Earnings.

PC clients: *Please remember that Printing a Pre-Process Register before transmitting will help eliminate errors.*