

Supplemental Payroll Request

Company: _____

Requester Name: _____

Check Date/Pay Date: _____ **Payroll Submission Date:** _____

Note: Please consider the selected check date/pay date in relation to your normal scheduled payroll run. The amounts processed with this run will appear on the employee's check stub in the year-to-date earnings section for all subsequent payroll checks.

What tax method do you want to use? *(Must check one box or provide specific instructions below)*
The bonus or supplemental rate is strongly suggested for amounts exceeding an employee's normal pay period wage.

- W4 Tax Tables**
 Mandatory Taxes Only (SOC SEC, MEDI, SUTA)
 Bonus Rate (Supplemental Flat Rate)
 Other: _____

What type of payroll are you processing? *(Must check one box)*
If you choose to include bonuses with your scheduled payroll, do you want bonuses to appear on a separate check?
YES / NO

- Bonus**
 Taxable Fringe
 Other (Description): _____
- Gross entry Will be grossed up if not _____
- Net – need to gross up processed with other earnings _____

Do you want the net pay direct deposited? *(Must check one)*

- Yes**, for employees setup on direct deposit
 No, all employee will receive a payroll check

Do you want voluntary deductions taken? *(Must check box)*

- Yes**, all deductions
 No deductions except percentage of net pay garnishments
 401K Only
 Other: _____
- Percentage _____
- Flat \$ Amount _____

Special Processing Instructions: _____

Special Delivery Instructions: _____

Client Authorized Signature: _____

Email completed form – support@mh1s.com

(M&H Internal Use) Earning Setup by: _____