

Bonus Check Payroll Request Form



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

Date: _____

Flex-Pay Co ID #: _____

Company Name: _____

Requested By: _____

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) 773-1055 Fax/Call/E-Mail
(336) 245-2292 Web/PC Clients

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:	
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:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Fax Number for Web (Internet) or PC Access Clients: 336-245-2292

Fax Number for Fax In, Call In or Email Payroll Clients: 336-773-1055

Flex-Pay Main Fax Number: 336-714-1200