

# OPEN ROAD AUTO GROUP

## Bonus Request Form

Dealership Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Month of: \_\_\_\_\_

Pay Date: \_\_\_\_\_

Bonus Base

- Weekly – included in written pay plan
- Monthly – included in written pay plan
- Monthly – Per Monthly Objectives
- Other - Discretionary

Bonus Type

- Volume/Unit/Sales
- Gross
- Fast Start
- CSI
- Other \_\_\_\_\_

Amount: \$ \_\_\_\_\_

*\*\* Supportive documentation must be attached.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorizations:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Vice President

*\*\*\* Bonus Requests must be submitted by Monday of the pay week. All monthly bonus requests must be submitted by the 2<sup>nd</sup> of the following month. Payments requested after due date may be denied. All bonuses are taxed on a monthly taxing table. \*\*\**