

# Payroll Request Form

Company Name:

Pay Period Dates: \_\_\_\_\_ To \_\_\_\_\_

Check Date: \_\_\_\_\_

Beginning Check #: \_\_\_\_\_

[illegible]

Please note that all bonus pay and draws need to be run through payroll. Be sure to note if you want bonus checks run on a separate check from the regular payroll.

**Please note that all health insurance for any employee, must be reported per check on this form. If you make a mistake on this, you will be invoiced for the time to fix this.** You may send a copy of your insurance bill if you choose.

Please email to [payroll@taxnbooks.com](mailto:payroll@taxnbooks.com) or fax to 541-318-7100 a **MINIMUM of two days (48 hours) prior to check date (excluding weekends) to guarantee checks will be completed on time.** If you have Direct Deposit for your employees, we need 72 hours.

**Note: Forms received less than 2 days (48 hours) prior to check date will receive a rush/same day fee of \$45.00.**

Other information regarding payroll: