

Payroll Run Request Form

Bonus, Special Pay, Love Offering

(Rev. 3/19/09)

Client Name: _____

Name of Payee: _____

Date of payroll to be processed: _____

(Payroll information must arrive at least 14 days prior to the above requested date.)

Actual pay date of the checks: _____

Special Instructions:

Direct Deposit Clients:

Pay via Direct Deposit

Pay via Check

___ Block all voluntary deductions (i.e. health insurance, dental, retirement etc)

___ Block all Federal and State income tax deductions
(FICA and city tax is required for non-ordained staff)

Other instructions:



