



OWNER / OFFICER ANNUAL PAYROLL REQUEST 2026...

Client Name \_\_\_\_\_

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

Desired Check Date \_\_\_\_\_

Total gross wages \_\_\_\_\_

How much federal income tax to withhold? \_\_\_\_\_

How much state income tax to withhold? \_\_\_\_\_

Do you want to zero out the net check? Y N

Are your wages SUTA exempt for 2025? Y N

Do you need an S-Corp shareholder insurance premium added? Y N

Amount \_\_\_\_\_

Do you have a 401K, Simple IRA, or other retirement plan that you need added? Y N

Type \_\_\_\_\_

Amount \_\_\_\_\_

Processing Instructions \_\_\_\_\_

(Include any Routing and Account Numbers for premium payments to 401k or Simple IRA's)

***\*Please check with your Accountant for proper payroll processing...***