

Fax or Call-In Payroll Total Sheet

Please use this cover sheet when faxing your payroll. Provide totals for call-in payrolls.

FROM (COMPANY NAME)

DATE SENT

CONTACT

OF PAGES INCLUDING COVER PAGE

DELIVERY SELECTION:

PLEASE PRINT AND DELIVER PAYCHECKS AND REPORTS VIA UPS OVERNIGHT

I WILL PRINT MY OWN CHECKS AND REPORTS

PAYROLL PERIOD END DATE

CHECK DATE

OF CHECKS THIS PAYROLL RUN

SPECIAL INSTRUCTIONS

PAYROLL TOTALS. Please include the totals for any applicable payroll items below. This information allows our service representatives to verify the accuracy of your payroll.

ENTER THE TOTAL HOURS FOR EACH APPLICABLE CATEGORY

REGULAR HOURS	_____	OVERTIME HOURS	_____	# SALARY CHECKS	_____
VACATION HOURS	_____	_____ HOURS	_____	SALARY \$	_____
SICK HOURS	_____	_____ HOURS	_____	COMMISSION \$	_____
HOLIDAY HOURS	_____	_____ HOURS	_____	1099 \$	_____
_____ HOURS	_____	_____ HOURS	_____	_____	_____

ENTER THE TOTAL DOLLAR AMOUNT FOR EACH APPLICABLE CATEGORY

ALLOWANCES "+"		DEDUCTIONS "-"	
BONUS	\$ _____	ADVANCE	\$ _____ \$ _____
MILEAGE	\$ _____	LOAN	\$ _____ \$ _____
_____	\$ _____	UNIFORMS	\$ _____
_____	\$ _____	INSURANCE	\$ _____