



Our dealership is requesting new deduction codes for our computer system. Our client number is _____

We also want this code set up in the following client branches (if applicable): _____,
_____, _____, _____, _____.

The new deduction codes I want displayed in Company Deductions are listed. I understand there are three common types of codes that can be set up; I indicated the categories of deduction I want to request.

Number of payroll cycle currently open for adding the codes: _____.

DED CODE (500-998)	CATEGORY OF DEDUCTION (enter choice from list below)	DESCRIPTION (up to 12 characters)	DEDUCT FROM VAC CHK?	DED FREQ	ARR CODE	DED METH
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CATEGORY OF DEDUCTION

Normal deduction - most common entry

Tax advantaged deduction - 401(k) or 125 Plan (indicate one)

***Note**- A request to establish proper taxability must be included with a tax advantaged deduction request if this type of tax advantage plan is new to your system.*

Memo deduction – indicate when the deduction should clear: with end of year W-2s, anniversary date, fiscal year-to-date or it should never clear.

I reviewed Employee Deductions in the Payroll manual and want to establish these defaults for the frequency, handling of arrears, and methods for withholding the deduction.

I understand that once a deduction code is used in an employee's record, the category of deduction cannot be changed.

Signature _____ **Date** _____

Name (Please Print) _____ **Title** _____

Dealership Name _____

Please fax the completed form to (979) 690-5815

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