



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 (937) 485-4039