



This is a request to establish special taxability for a new deduction code in my computer system.

My client number is _____

Check one:

The plan is a _____ 401k plan

_____ Section 125 cafeteria plan

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

The new deduction codes to be displayed in Company Deductions are:

Code	Description	Code	Description
_____	_____	_____	_____
_____	_____	_____	_____

I consulted with my plan administrator or tax accountant and would like to establish the taxability indicated below.

I circled "Yes" if this plan is TAX EXEMPT for:

FICA tax withheld and paid.....	Yes	No	
Federal Withholding tax.....	Yes	No	
Federal Unemployment tax paid.....	Yes	No	
State Withholding tax (if it applies).....	Yes	No	N/A
State Unemployment tax paid.....	Yes	No	
State Disability tax withheld.....	Yes	No	N/A
Local tax withheld (if it applies).....	Yes	No	N/A

I understand that once the plan is established it is very difficult to modify the taxability of the plan.

Signature _____ Date _____

Name (Please Print) _____ Title _____

Dealership Name _____

Please fax the completed form to (937) 485-4039.

Revision 02/2008