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Deduction Code Request

I. Company Section

Date:	Company Code:	Requested by:
Company:		

II. Basic Information

Code: (6 characters or less)	Short Desc: (Shows on pay stub)
Description:	

III. Deduction Type

<input type="checkbox"/> Add to Net	<input type="checkbox"/> Memo	<input type="checkbox"/> 125
<input type="checkbox"/> 401K	<input type="checkbox"/> 403B	<input type="checkbox"/> 501C
<input type="checkbox"/> Child Support	<input type="checkbox"/> Garnishment / Levy	<input type="checkbox"/> Regular
<input type="checkbox"/> Simple IRA	<input type="checkbox"/> Fringe Earning offset	<input type="checkbox"/> Other:

III. Additional Information (Optional)

Rate:	Agency Code:	GL Acct:
Calc Code:		
<input type="checkbox"/> %	<input type="checkbox"/> Flat Amount	<input type="checkbox"/> Garnishment 10% <input type="checkbox"/> Garnishment 25%
Other:		

Frequency:	W-2 Box:
<input type="checkbox"/> Every Payroll <input type="checkbox"/> Other:	<input type="checkbox"/> Box 12 <input type="checkbox"/> Box 14 <input type="checkbox"/> Do show on W2
Code (if applicable):	

Include in the following code groups:			

Authorized Signature:

IV. Internal Use Only

Input by:	Verified by:
IT Review:	Tax Review: