

Fastpay Payroll Services

■ The Latest in Online Payroll Technology!

New Deduction Code Set-up Form

Company ID _____ Company Name _____

I, _____, authorize Fastpay Payroll Services to create the following deduction code.

Name of Deduction Code:

Type of Deduction Code: (Reimbursement, Insurance, Garnishment, 401k Loan etc.)

Is this deduction taxable? (After-Tax or Pre-Tax/Section 125): _____

If no, explanation is required: _____

Does your company have a custom GL? _____

If yes, what account number does this deduction need to be coded to:

Is an agency check needed for this deduction? _____

If yes, please provide the name address of the agency that needs to be printed on check:

Effective Date: _____

Authorized Signature: _____

FastpayOperations:

Deduction Code Used: _____ Agency Check added: _____ Agency Code: _____

Deduction type and W-2 field added: _____ GL Modified: _____

Calc Code created and pulled in to deduction: _____

Added to appropriate code groups: _____

Please refer to Fastpay KB Article for Code Group Types and Calc Code Set-up!!!

Requested by:

Completed by:

Date:

Audited by:

Date: