DEDUCTION CODE SET UP

Company:_____

Deduction Name:_____

Deduction Code Type: ☐ Pre-Tax   ☐ After-Tax   ☐ Custom Taxation*

*If Custom Taxation, please specify:

- Should the deduction Reduce the Taxable Wage for?

Federal Income Tax	☐ **Yes** ☐ **No**	State Income Tax	☐ **Yes** ☐ **No**
Social Security	☐ **Yes** ☐ **No**	State Unemployment	☐ **Yes** ☐ **No**
Medicare	☐ **Yes** ☐ **No**	Local Tax	☐ **Yes** ☐ **No**
FUTA Tax	☐ **Yes** ☐ **No**	State SDI	☐ **Yes** ☐ **No**

Deduction Code Has: ☐ Employee Portion Only ☐ Employee & Employer Portion

- Should this deduction Reduce Workers Comp Subject Wages? ☐ **Yes** ☐ **No**
- Should this deduction be Blocked on Extra Checks (like bonuses) ☐ **Yes** ☐ **No**
- Is this deduction Retirement Plan related?* ☐ **Yes** ☐ **No**
  If yes, do you currently export a Retirement plan file from M&H OneSource? ☐ **Yes** ☐ **No**

Does this Deduction have an annual limit? ☐ **Yes** ☐ **No** If yes, please specify:

Employee Limit: $_____   Employer Limit: $_____

What is the Default Frequency? (e.g. Every Scheduled Pay, Every Pay, Monthly) _____

(If you want this deduction to come out of extra checks, like bonuses, specify the frequency as *Every Pay*. If this should only be deducted with your regularly scheduled payrolls, *Every Scheduled Pay* or *Monthly* can be used)

Does this deduction need to display in a special Box on the W2? (Box 10, 12, 14)_____

GL Account Numbers for this new deduction code?

Employee Credit _____ **Employer Debit** _____ **Employer Offset Credit** _____ **Suppress?Y/N**

Client Accountant/CPA Signature_____

Vendor assigned to this new deduction code: _____

Will this require a vendor payment? ☐ **Yes** ☐ **No** If yes, please provide vendor information.

Client Authorized Signature: _____

Email completed form to – support@mh1s.com