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Additional Income Category Set Up/Change

Employer / Client _____	Client # _____	Date _____	<input type="checkbox"/> New	<input type="checkbox"/> Change
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Default categories have been setup. You can change the category name and setup, if needed. Maximum number of categories is 20 per company and 4 can be assigned to each employee. Below is a list of standard additional income categories. Select the additional income categories needed for your company set up. You may make a name change and provide any changes required in the set up. Attach additional sheet if needed. If this is a change request, only update the sections that have changed.

** C/E – amount set at company level or employee level

	C/E	Category Name	Default Set Up	Change Category Name	Change Set Up To:
<input type="checkbox"/>	E	Advance	Variable Amount Exempt from all Taxes		
<input type="checkbox"/>	E	Allocated Tip	Variable Amount Omit from Net Exempt from all Taxes		
<input type="checkbox"/>	E	Bonus	Variable Amount Taxable		
<input type="checkbox"/>	E	Commission	Fixed % of Sales Taxable		
<input type="checkbox"/>	E	Fringe Benefit	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	E	HSA-Co	Variable Amount Exempt from all taxes W2 – Box12 Code W		
<input type="checkbox"/>	E	Insurance Benefit	Fixed Amt per pay period Taxable Omit from Net		
<input type="checkbox"/>	E	Lifeln > 50K	Variable Amount Taxable W2 – Box 12 Code C		
<input type="checkbox"/>	E	Jury Duty	Fixed Amt per Hour Worked Taxable		
<input type="checkbox"/>	E	Lodging	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	C	Mileage	\$.555 per Mile Taxable		
<input type="checkbox"/>	E	Piecework	Piecework Rate Taxable		
<input type="checkbox"/>	E	Profit Share	Variable Amount Taxable		
<input type="checkbox"/>	E	Reimburse	Variable Amount Exempt from all taxes		
<input type="checkbox"/>	E	Reported Tip	Variable Amount Omit from Net Taxable		
<input type="checkbox"/>	E	Retro Pay	Variable Amount Taxable		
<input type="checkbox"/>	E	Shift Diff	Fixed Amt per Hour Worked Taxable		