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Deduction 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 30 per company and 8 can be assigned to each employee. Below is a list of standard deduction categories. Select the deduction 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	Employer Match	Category Name	Default Set Up	Change Category Name	Change Set Up To:
<input type="checkbox"/>	E	<input type="checkbox"/>	401(k)	Fixed % Apply to Total Wages Annual deduction limit \$16500 Exempt from Fed & state W2 – Box 12 Code D		
<input type="checkbox"/>	E	<input type="checkbox"/>	403(b)	Fixed % Apply to Total Wages Exempt from Fed & state W2 – Box 12 Code E		
<input type="checkbox"/>	E	<input type="checkbox"/>	457(b)	Fixed % Apply to Total Wages Exempt from Fed & state W2 – Box 12 Code G		
<input type="checkbox"/>	E	<input type="checkbox"/>	Cafe Plan	Fixed Amt per Pay Period Exempt from Fed, SS, Med, FUTA		
<input type="checkbox"/>	E	<input type="checkbox"/>	Child Support	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	C	<input type="checkbox"/>	ETT	Fixed % Apply to Total Wages Annual Wages limit of \$7000 Taxable Employer Match		
<input type="checkbox"/>	E	<input type="checkbox"/>	Flex Plan	Fixed Amt per pay period Exempt from Fed, SS, Med, FUTA		
<input type="checkbox"/>	E	<input type="checkbox"/>	Garnishment	Fixed Amt per pay period Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	HAS-Em	Fixed Amt per pay period Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	Life Ins	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	Loan	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	Medical Ins	Fixed Amt per Pay Period Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	Reimburse	Variable Amount Taxable		
<input type="checkbox"/>	E	<input type="checkbox"/>	Roth 401k	Fixed % Apply to Total Wages Taxable W2 – Box 12 Code AA		
<input type="checkbox"/>	E	<input type="checkbox"/>	Roth 403b	Fixed % Apply to Total Wages Taxable W2 – Box 12 Code BB		
<input type="checkbox"/>	E	<input type="checkbox"/>	SARSEP	Fixed % Apply to Total Wages Exempt from Fed & State tax		