

Deduction Code Setup

Configuration and Authorization



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 pre-tax? Yes No If Yes: Section 125 ____ 401K ____ (Use 401k Setup Form)
Other: 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: _____

Fastpay Operations Use:

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

Calc Code created and pulled in to deduction: _____

Deduction type and W-2 field added: _____

Code groups & Check attributes updated: _____

If 125: Update Taxes > FUTA > Other2 = Fringe

GL Modified: _____

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

Requested by:	Completed by:	Date:	Audited by:	Date:
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