



New Deduction Code Setup Check List

Client ID # \_\_\_\_\_ PIN # \_\_\_\_\_ Company Name: \_\_\_\_\_

New Deduction Code Assigned: (Max 5 digits) [ ][ ][ ][ ][ ]

Short Description Text: (Max 10 digits) [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Long Description Text:(Max 30 digits) [ ]

Is the deduction code for a retirement/pension plan/401K or loan? [ ] Yes [ ] No

If answered yes to above, check the retirement/pension type:

- [ ] 401K [ ] Simple [ ] Roth 401k [ ] Roth 403b [ ] 403b [ ] 408k [ ] 457b [ ] 501c [ ] 401K Loan

\*Please provide a list all eligible earnings used for calculating the employees contribution.

Will APS be calculating the Employer Match? [ ] Yes [ ] No

\*Please provide the criteria used to calculate the employer match.

Does a Third Party Check need to be created for: [ ] EE Contribution [ ] ER Match [ ] Both (Complete pay to the order of/address information below.)

Will APS need to provide Pension Reporting? [ ] Yes [ ] No

What is the deduction code type?

[ ] Regular Deduction [ ] Memo Code [ ] IRS Levy [ ] Add to Net

[ ] Sec 125 (Pre-Tax Deductions are noted on the W-2 in Box 14a unless otherwise noted by client.)

[ ] Sec 129 (Pre-Tax Dependent Care Reimbursement - set up as Sec 125 - Flag Box 10 on W-2)

What is the Frequency of the Deduction Code?

[ ] Every Pay Period OR [ ] Weekly (52) [ ] Semi Monthly (24) [ ] Biweekly (26) [ ] Monthly (12) [ ] Quarterly (4)

Is there special placement for this deduction code on the W-2? [ ] Yes [ ] No

If yes, please specify Box number: \_\_\_\_\_

Should there be a Third Party check attached to the deduction at the company level? [ ] Yes [ ] No

Pay to the order of/address information: \_\_\_\_\_

Does the deduction code require any special calculations or special treatment? \_\_\_\_\_

What is the general ledger account number for this new deduction code? \_\_\_\_\_

Client Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Authorized APS use only: If this is a Parent or Child company remember to complete the setup on the other company(s).

Setup: \_\_\_\_\_ Date \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_