



**Return Signed Request to:**  
Goldleaf Partners  
Attention: Payroll  
Fax: 612.339.0248  
Email: [payroll@goldleafpartners.com](mailto:payroll@goldleafpartners.com)  
Phone: 1.866.882.8442, opt. 6

**CLIENT EARNING & DEDUCTION REQUEST**

Company Name: \_\_\_\_\_ Company Code: \_\_\_\_\_

Payroll Effective Date: \_\_\_/\_\_\_/\_\_\_

**Earnings:**     Add             Delete             Change

Earnings Code (if it currently exists): \_\_\_\_\_

Earnings Name to Display on Check Stubs: \_\_\_\_\_

Taxability (circle one):    Fully Taxable    Non-Taxable    Other: \_\_\_\_\_

W-2 Box Requirements: \_\_\_\_\_

GL Rule for Goldleaf Partners GL: \_\_\_\_\_

**Deduction:**     Add             Delete             Change

Deduction Code (if it currently exists): \_\_\_\_\_

Deduction Name to Display on Check Stubs: \_\_\_\_\_

Taxability (circle one): Section 125-Pretax    Fully Taxable    Retirement    Other: \_\_\_\_\_

W-2 Box Requirements: \_\_\_\_\_

GL Rule for Goldleaf Partners GL: \_\_\_\_\_

Payroll Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the form to the email or fax number at the top of this page.**

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**DO NOT FILL OUT BELOW LINE – FOR GOLDLEAF PAYROLL USE ONLY**

Updated By: \_\_\_\_\_ Date Updated: \_\_\_\_\_