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.

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

Updated By: ________________________________   Date Updated: __________________