



Request to Add New Deduction

COMPANY DETAILS

Company Code: _____ ☐ New Client

Company Legal Name: _____ DBA: _____

Requester Name: _____ Date: _____

DEDUCTION DETAILS

Deduction Name: _____ Deduction Type: _____

- Deduction Frequency: ☐ Occasional – *Selected when creating a payroll batch*
☐ Scheduled Payrolls – *Automatically withheld from every payroll batch*
☐ Scheduled Payrolls Ignore – *Automatically withheld from every payroll batch ignoring the 3rd of semi-monthly and the 5th of weekly payrolls*
☐ Every Payroll – *Automatically withheld from ALL payrolls*

Is the item a garnishment? _____

If Yes, please provide copy of full garnishment order. (AM will review and contact if additional information is required.)

Are there special taxation considerations for this item? _____

If Yes add brief explanation (e.g., pretax, tax deferred, 401k, etc.) _____

Are there any income or deductions items that are exempt from this deduction? _____

If Yes, please provide additional info/list item(s): _____

Is there an employer amount/match? _____

If Yes, please provide additional info/list item(s): _____

DEDUCTION UTILIZATION / ACCESSIBILITY

Should this deduction amount display on the employees' check/voucher? _____

Do you want to allow partial deduction in the event the full amount cannot be withheld? _____

Do you want to allow auto-make up for amounts that could not be withheld from previous payrolls? _____

Will APS be issuing a check for this deduction? _____

THIS SECTION FOR INTERNAL USE ONLY

Requesting AM _____ Date _____

Completed by _____ Date _____