

New Code Request Form

Client ID

Company Name

Code Name

Code Type

Brief Description of Code:

Code Detail	Yes	No
Include in Gross Pay		
Taxable		
Insurable (EI)		
Pensionable (CPP)		
Vacationable		
Print on Pay Statement		
Prestige Clients Only (if applicable)		
GL Updated		
GL Code #		
GL Code #		

Submitted by: (authorized payroll contact only)

Name:

Signature: