

Hints and Tips

Type: Provider

Category: Payment

Payroll deductions are the deductions that IPOne deducts from provider paychecks. Deductions are either voluntary or involuntary. A “voluntary” deduction means you, the provider, has consented to and/or requested the deduction. An “involuntary” deduction means the deductions are applied to comply with federal or state laws.

Deduction types are listed below and numbered in the order the deduction is taken from your paycheck. Some deductions are split between pay periods and some deductions are not. The underlined words in the **Deduction** column show how the deduction is listed on your Earnings Statement.

Review your Employment Reference Guide for Individual Providers <https://www.dshs.wa.gov/node/8322> to view detailed descriptions of the payment deduction types.

Deduction	Type	Description
1. Responsibility <u>(Client Participation/</u> <u>CO-PAY)</u>	Involuntary	<ul style="list-style-type: none"> The amount your employer is obligated to pay you directly each month. IPOne deducts monthly Client Responsibility first. This amount may be greater than your first paycheck. If this occurs, the remaining amount will be deducted from your second paycheck. IPOne does not deduct taxes from this amount or report these earnings to the IRS. Providers are responsible for reporting earnings to the IRS.
2. FICA <u>(Medicare – Employee</u> <u>Social Security –</u> <u>Employee)</u>	Involuntary	<ul style="list-style-type: none"> Social Security and Medicare Taxes. Deducted from each paycheck.
3. FITW <u>(Federal Income Tax)</u>	Voluntary	<ul style="list-style-type: none"> The amount of federal income tax you decide you want withheld from your paycheck. Deducted from each paycheck. You must fill out and send PPL an IRS W-4 form to have deductions applied. The form is located at https://www.irs.gov/pub/irs-pdf/fw4.pdf
4. Offset Recovery <u>(Recoupment)</u> <u>(CARS Recoupment)</u>	Voluntary/ Involuntary	<ul style="list-style-type: none"> <u>Voluntary</u>: Recoupment is the amount of money withheld from your check if you adjust your timesheet, reduce your hours, and request that the amount be taken out of your next paycheck. Deducted from each paycheck. <u>Involuntary</u>: CARS Offset is the amount of money withheld from your check if you owe money to the Office of Financial Recovery (OFR). Deducted from each paycheck until overpayment is recovered.
5. Garnishment	Involuntary	<ul style="list-style-type: none"> Child support garnishments – the amount of money deducted from your check designated an order for child support. IRS garnishments - the amount of money deducted from your check designated by the IRS.
6. FITW Additional <u>(Federal Income Tax</u> <u>EWH)</u>	Voluntary	<ul style="list-style-type: none"> The additional amount, if any, you request to be withheld from each paycheck. You must fill out and send in an IRS W-4 form to have the deduction applied.
7. Health Insurance <u>(Health & Welfare</u> <u>Deduction)</u> <u>(Health & Welfare</u> <u>Variable Deduction)</u>	Voluntary	<ul style="list-style-type: none"> The amount you choose to be taken by the Benefits Group. The Health & Welfare Variable Deduction begins July 2017 and the amount is determined by the benefit package you choose. The Benefits Group requires the monthly premium amount be collected in full. Otherwise, the Benefits Group will bill you for the full monthly premium. This might affect providers who have client responsibility deducted from their paycheck, depending on the amount of client responsibility.
8. Union Dues <u>(SEIU 775 NW-Dues)</u>	Voluntary	<ul style="list-style-type: none"> The amount of monthly dues deducted from your paycheck.
9. Voluntary Union	Voluntary	<ul style="list-style-type: none"> The amount of money you request to be deducted from your paycheck.