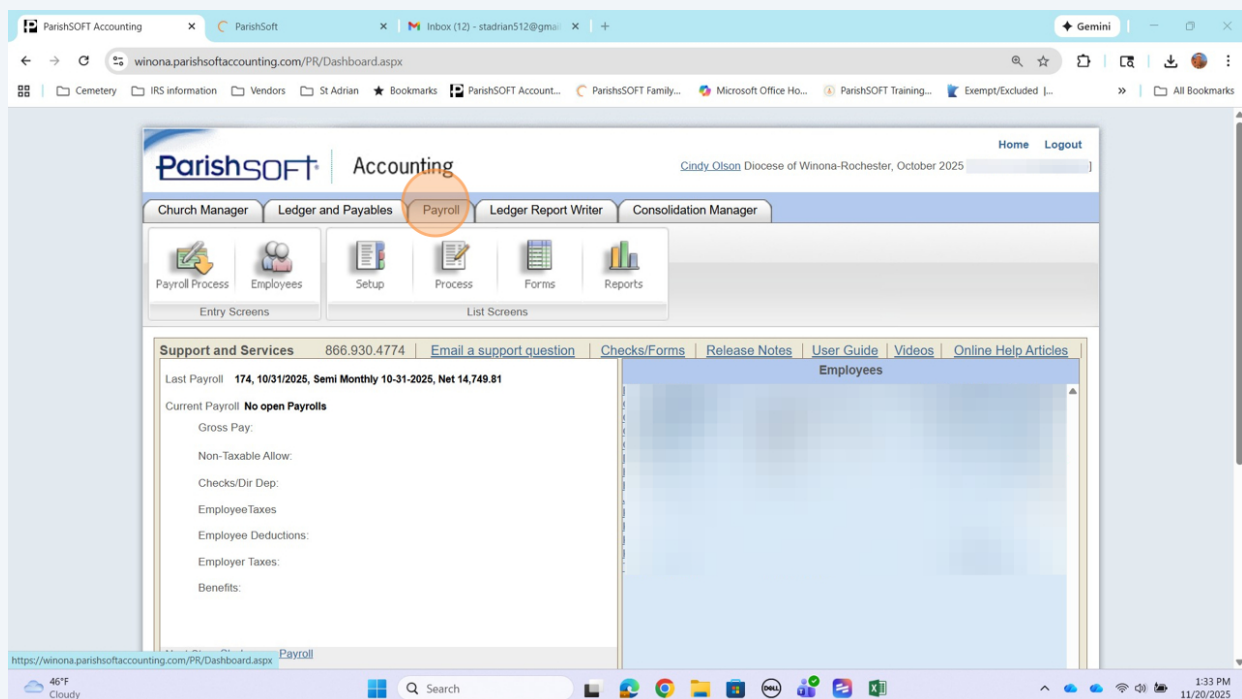


For the latest version of this document, [click here](#)

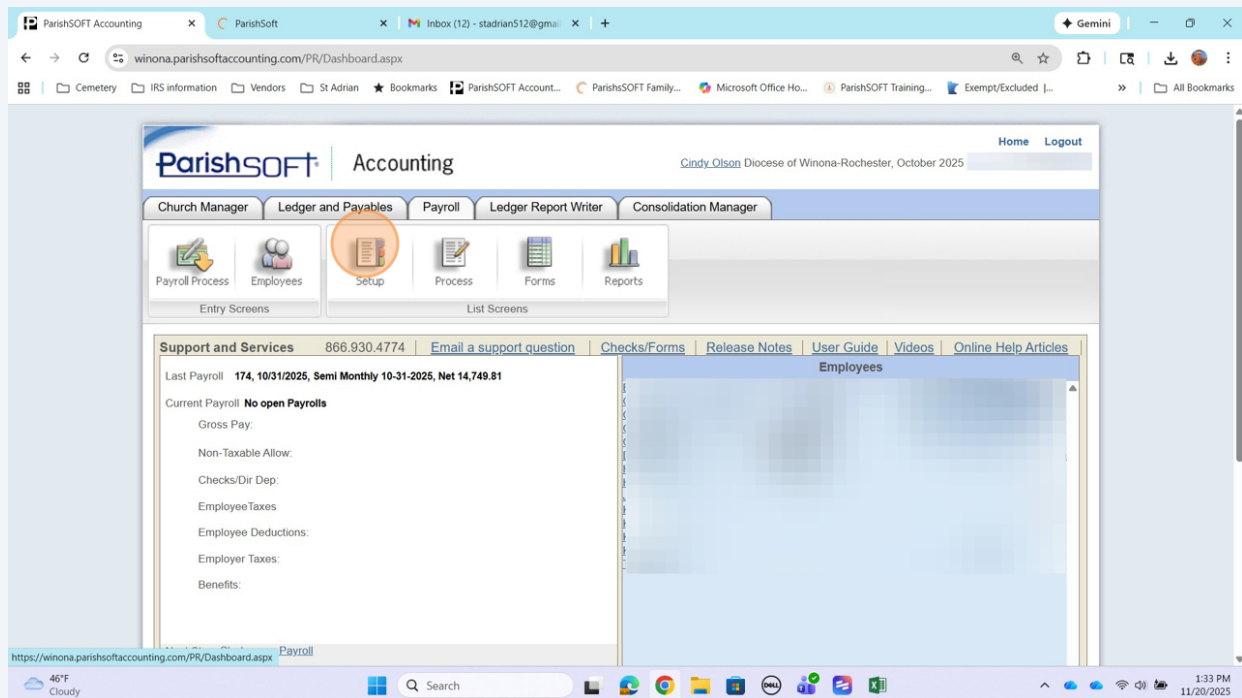
Add New Deduction or Benefit From Template

Instructions for setting up the new Benefits/Deductions for 2026 on the employee payroll deduction tab. Please note: You do not have to set up all the deductions/benefits, just put in the ones you need for your employees. This guide has everything.

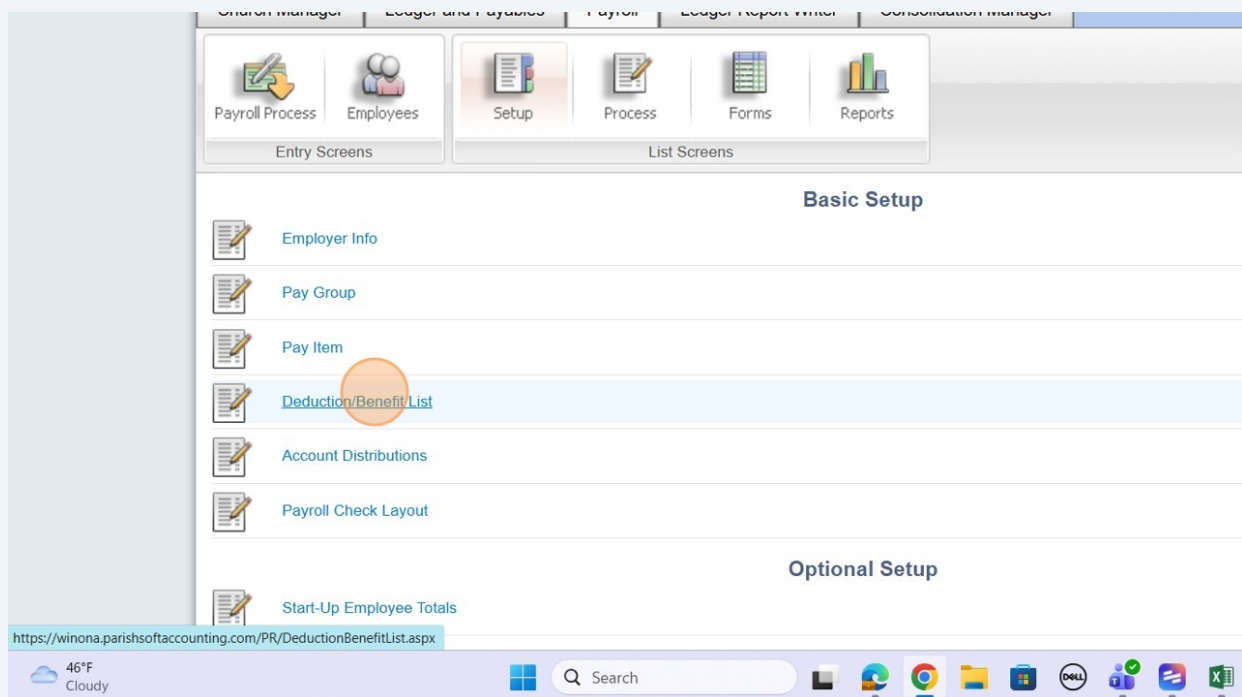
1 Click "Payroll"



2 Click "Setup"



3 Click "Deduction/Benefit List"



4 Click "Add a New Deduction/Benefit From Template"

The screenshot shows the ParishSOFT Accounting interface. The top navigation bar includes tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below these are icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. The 'Add a New Deduction/Benefit From Template' button is highlighted with an orange circle. Below the button is a table titled 'Deductions/Benefits' with columns for Code, Type, Description, Category, and Effect on Taxes and Wages.

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

5 Click "Select"

The screenshot shows the ParishSOFT Accounting interface with a list of deductions. The 'Select' button is highlighted with an orange circle. Below the list is a 'Cancel' button.

Select	Deduction	Description	Effect on Taxes and Wages
Select	Deduction	Advance	withhold that amount from a paycheck. Set to zero on employee screen aff
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA.	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disab an after-tax deduction. Please revise the percent for your needs. Some gro Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will with loan.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee befor
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

Cancel

6 Click "Edit"

			Roth		
Edit	16	Benefit	Health Insurance Employer Benefit	Other	No Effect
Edit	17	Deduction	Flex Plan Medical Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	18	Benefit	Life, LTD, AD&D Employer Benefit	Other	No Effect
Edit	19	Deduction	Priest Pension Deduction	Other	Reduces calculated Social Security, Medicare, I
Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Other Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Health Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I

7 Change the Description to: Vision Insurance Deduction

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description:

[Watch Help Video!](#)

[Select](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type:

Code Number

Use a code number 11 or higher.

8 Click "Submit"

Code Number:

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category:

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

- ☒ Social Security
- ☒ Medicare
- ☒ Federal
- ☒ State
- ☒ Local

9 Click "Add a New Deduction/Benefit From Template"

ParishSOFT Accounting Cindy Olson Diocese of Winona-Rochester

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

[Add a New Deduction/Benefit From Template](#)

Deductions/Benefits

	Code	Type	Description	Category	Effect on Taxes and Wages
<input type="button" value="Edit"/>	1	Benefit	Social Security Employer	System	
<input type="button" value="Edit"/>	1	Deduction	Social Security Withheld	System	
<input type="button" value="Edit"/>	2	Benefit	Medicare Employer	System	
<input type="button" value="Edit"/>	2	Deduction	Medicare Withheld	System	
<input type="button" value="Edit"/>	3	Deduction	Federal	System	
<input type="button" value="Edit"/>	4	Deduction	State	System	

10 Click "Select"

Select	Deduction	Advance	
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disability an after-tax deduction. Please revise the percent for your needs. Some gross Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will with loan.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee before
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

Cancel

11 Click "Edit"

			Benefit		
Edit	17	Deduction	Flex Plan Medical Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, Medicaid
Edit	18	Benefit	Life, LTD, AD&D Employer Benefit	Other	No Effect
Edit	19	Deduction	Priest Pension Deduction	Other	Reduces calculated Social Security, Medicare, Medicaid
Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Other Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, Medicaid
Edit	31	Deduction	Tax-Free Health Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, Medicaid

12 Click here and rename Dental Insurance Deduction

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: **Tax-Free Health Insurance Der**

[Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher

13 Click "Submit"

Code Number: 31

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Tax Deferred

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

- ☒ Social Security
- ☒ Medicare
- ☒ Federal
- ☒ State
- ☒ Local

Submit | Cancel | Delete

14 Click "Add a New Deduction/Benefit From Template"

The screenshot shows the ParishSOFT Accounting software interface. The top navigation bar includes tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below this, there are icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. The 'Add a New Deduction/Benefit From Template' button is highlighted with an orange circle. Below the button, a table titled 'Deductions/Benefits' is displayed.

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

15 Click "Select"

The screenshot shows the ParishSOFT Accounting software interface. The top navigation bar includes tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below this, there are icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. The 'Add a New Deduction/Benefit From Template' button is highlighted with an orange circle. Below the button, a table titled 'Deductions/Benefits' is displayed.

	Code	Type	Description	Category	Effect on Taxes and Wages
Select	Benefit		Taxable Group Term Life Ins.		Used to record and report on W-2 the cost of group term life insurance plans. Increases taxable wages.
Select	Deduction		403(b) Employee Deduction		Withhold a percent of gross pay from employee. Taken before Federal and Medicare.
Select	Deduction		Advance		The church has given a payment to an employee in advancement of their pay. Withhold that amount from a paycheck. Set to zero on employee screen after.
Select	Deduction		After-tax IRA		IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction		Before tax IRA		Deduction is taken before federal tax is calculated but after Social Security.
Select	Deduction		Cafeteria/Flex Plan Deduction		Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. Amount is calculated.
Select	Deduction		Disability Insurance Deduction		The employee pays a percentage of gross pay for long or short term disability. This is an after-tax deduction. Please revise the percent for your needs. Some group-term life insurance plans may also be deducted. Please contact the plan administrator if you are not sure.
Select	Deduction		Garnishment		A deduction from an employee's pay after taxes are calculated. Amount is determined by court order.
Select	Deduction		Loan Repayment		The church has loaned an employee some money. This deduction will withhold the amount of the loan.
Select	Deduction		Tax Shelter Annuity Deduction		Withhold a Federal and State tax-deferred deduction for a typical TSA plan.
Select	Deduction		Tax-Free Health Insurance Deduction		A health or dental insurance plan that is deducted from an employee before taxes.
Select	Deduction		Taxable Health Insurance Deduction		After-tax deduction from employee for a health or dental insurance plan.

16 Click "Edit"

Edit	17	Deduction	Flex Plan Medical Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	18	Benefit	Life, LTD, AD&D Employer Benefit	Other	No Effect
Edit	19	Deduction	Priest Pension Deduction	Other	Reduces calculated Social Security, Medicare, I
Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Other Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	32	Deduction	Cafeteria/Flex Plan Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I

17 Click here and rename HSA Deduction

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: Cafeteria/Flex Plan Deduction

Watch Help Video!

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher

18 Click "Submit"

Code Number: 32

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Tax Deferred

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

- ☒ Social Security
- ☒ Medicare
- ☒ Federal
- ☒ State
- ☒ Local

Submit Cancel Delete

19 Click "Add a New Deduction/Benefit From Template"

ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester,

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

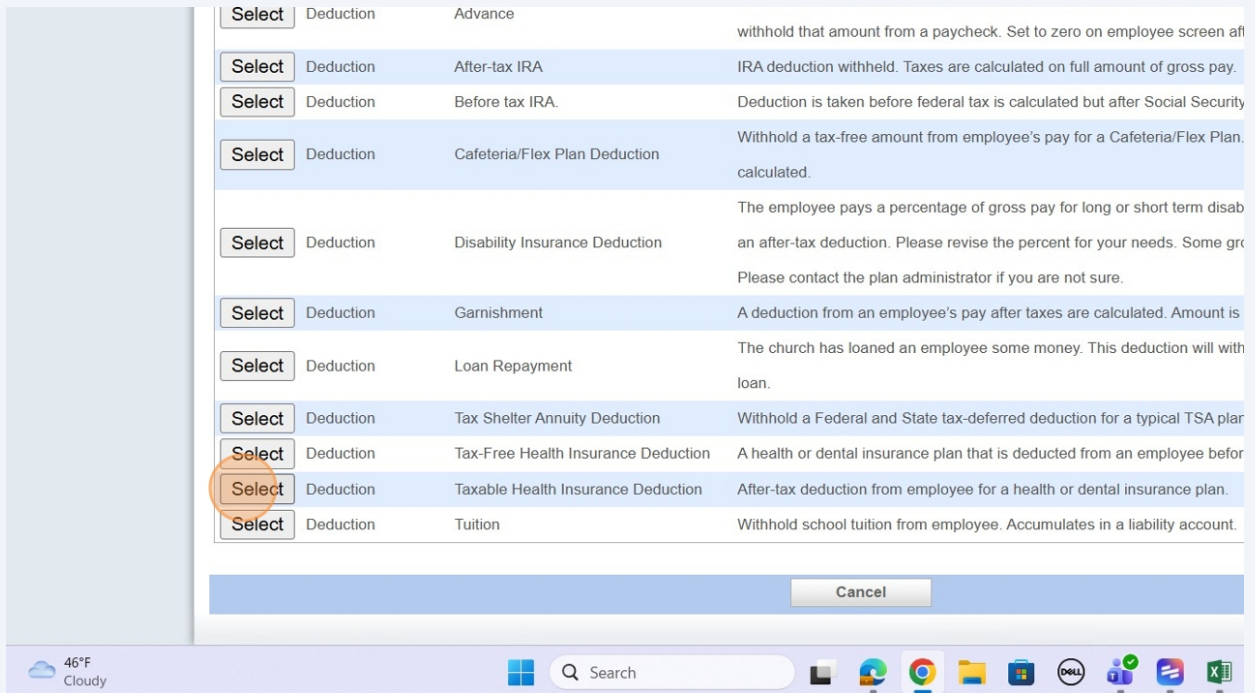
Add a New Deduction/Benefit From Template

Add a New Deduction/Benefit From Template

Deductions/Benefits

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

20 Click "Select"



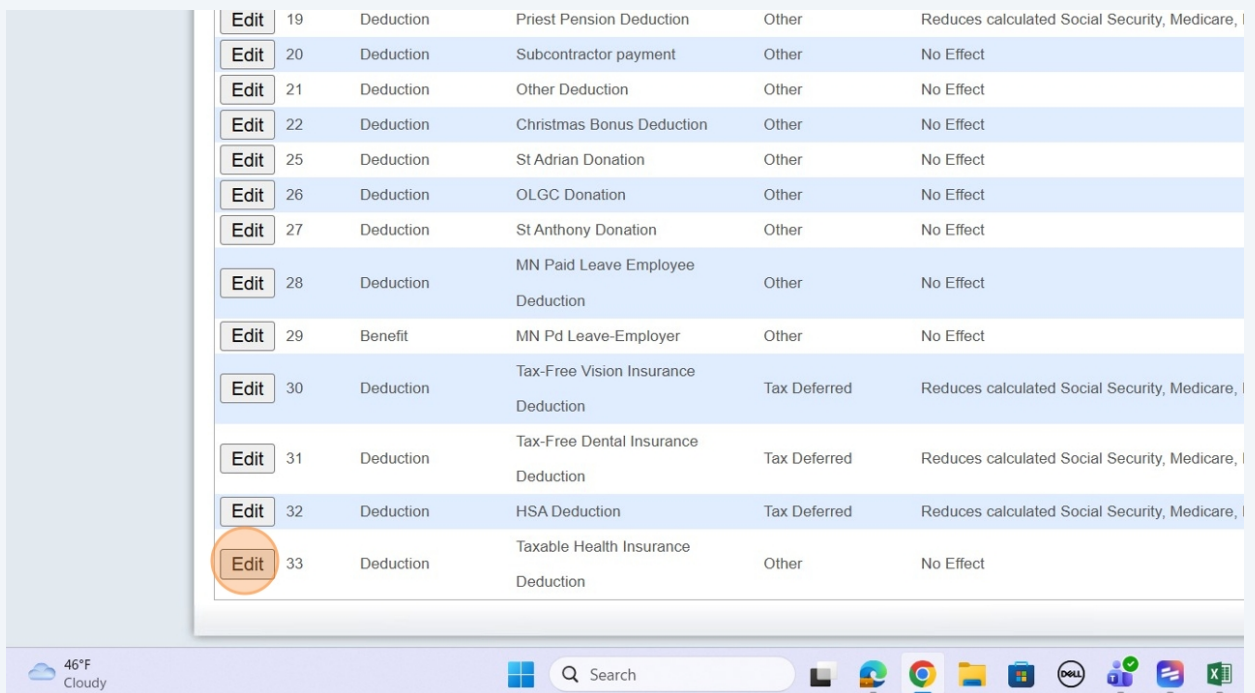
Select	Deduction	Advance	withhold that amount from a paycheck. Set to zero on employee screen aff
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA.	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disab an after-tax deduction. Please revise the percent for your needs. Some gro Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will with loan.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee befor
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

Cancel

46°F Cloudy

Search

21 Click "Edit"



Edit	19	Deduction	Priest Pension Deduction	Other	Reduces calculated Social Security, Medicare, I
Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Other Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	33	Deduction	Taxable Health Insurance Deduction	Other	No Effect

46°F Cloudy

Search

22 Click here and rename Accident Insurance Deduction

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: Taxable Health Insurance Deduction

[Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher

23 Click "Submit"

Code Number: 33

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

- ☐ Social Security
- ☐ Medicare
- ☐ Federal
- ☐ State
- ☐ Local

Submit | Cancel | Delete

24 Click "Add a New Deduction/Benefit From Template"

ParishSOFT Accounting Cindy Olson Diocese of Winona-Rochester,

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

[Add a New Deduction/Benefit From Template](#)

Deductions/Benefits					
	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

25 Click "Select"

winona.parishsoftaccounting.com/PRVdeductionbenefittemplate.aspx

Select a Deduction or Benefit from the template list below to insert a new Deduction or Benefit. You may Edit the Deduction/Benefit for your needs. REQUIRED: You must link for all Gross Pay Accounts on the Account Distribution page to calculate a Payroll.

Deduction/Benefit Templates			
	Type	Description	Extended Information
Select	Benefit	403(b) Employer Benefit	Percentage of gross pay to be paid by employer on behalf of the employee expense account and a liability account for payment.
Select	Benefit	Health Care Benefit	Health care cost provided to employees by the employer as a benefit. Incl plans.
Select	Benefit	Taxable Group Term Life Ins.	Used to record and report on W-2 the cost of group term life insurance pro Increases taxable wages.
Select	Deduction	403(b) Employee Deduction	Withhold a percent of gross pay from employee. Taken before Federal and and Medicare.
Select	Deduction	Advance	The church has given a payment to an employee in advancement of their withhold that amount from a paycheck. Set to zero on employee screen aft
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan.

26 Click "Edit"

Edit	19	Deduction	Priest Pension Deduction	Other	Reduces calculated Social Security, Medicare, I
Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Critical Illness Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	33	Deduction	Accident Insurance Deduction	Other	No Effect
Edit	34	Benefit	Health Care Benefit	Other	No Effect

27 Click here and rename LTD Employee Benefit

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: **Health Care Benefit** [Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: **Benefit**

Code Number

Use a code number 11 or higher

Quick Find

Select | Clear

28 Click "Submit"

Code Number: 34

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

The amount of this benefit will be added to taxable wage amounts when calculating the checked taxes below, thereby increasing the amount of tax.

- ☐ Social Security
- ☐ Medicare
- ☐ Federal
- ☐ State
- ☐ Local

Submit Cancel Delete

29 Click "Add a New Deduction/Benefit From Template"

ParishSOFT Accounting x ParishSoft x Inbox (12) - stadrian512@gmail.com x +

winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx

Cemetery IRS information Vendors St Adrian Bookmarks ParishSOFT Account... ParishSOFT Family... Microsoft Office Ho... ParishSOFT T

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

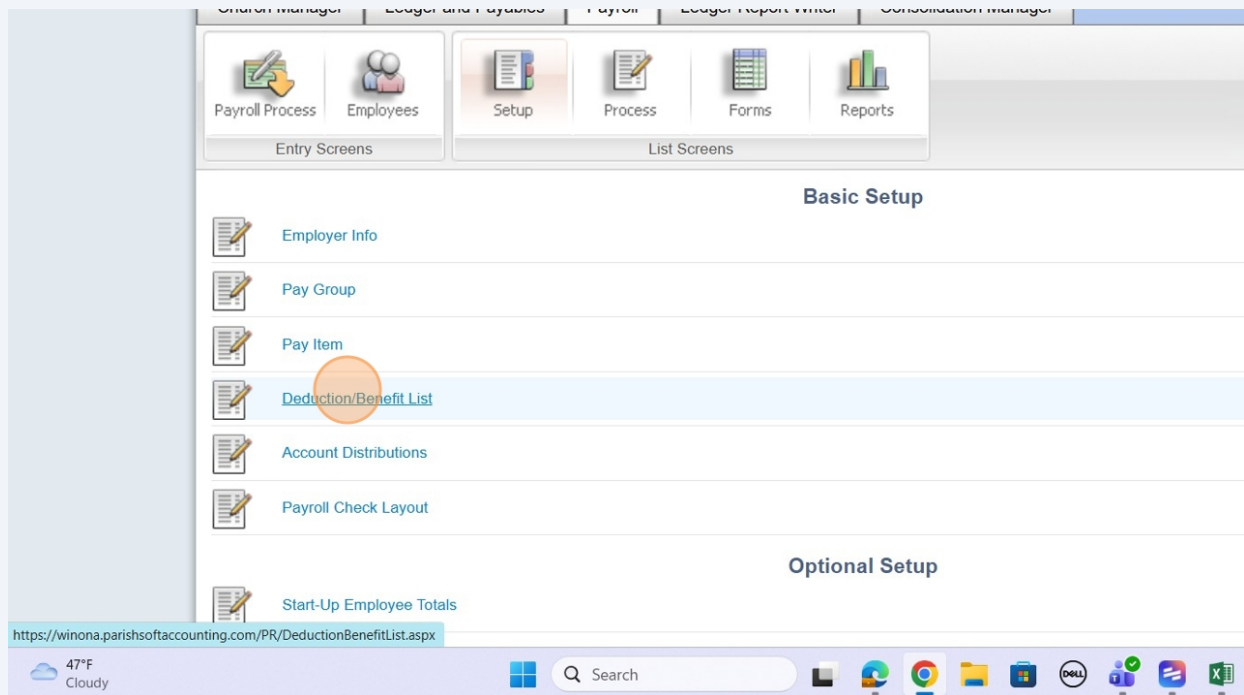
Add a New Deduction/Benefit From Template

Add a New Deduction/Benefit From Template

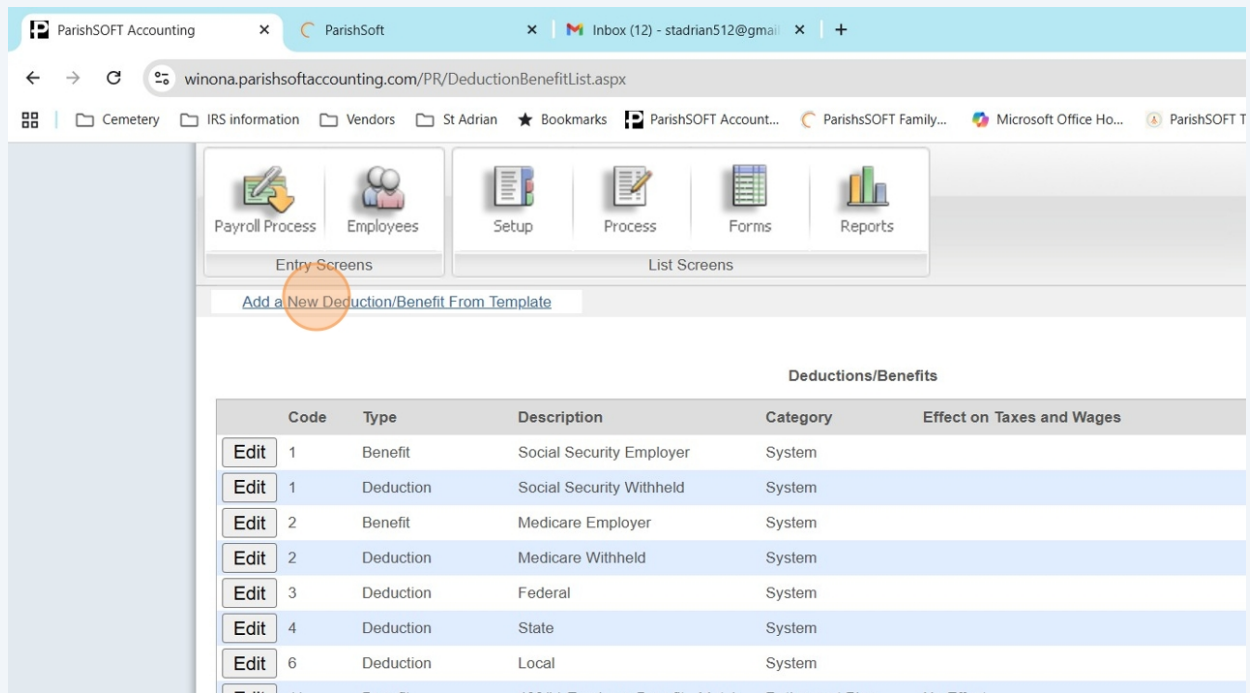
Deductions/Benefits

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

30 Click "Deduction/Benefit List"



31 Click "Add a New Deduction/Benefit From Template"



32 Click "Select"

Select	Deduction	403(b) Employee Deduction	Withhold a percent of gross pay from employee. Taken before Federal and Medicare.
Select	Deduction	Advance	The church has given a payment to an employee in advancement of their pay. The church will withhold that amount from a paycheck. Set to zero on employee screen after payment.
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security and Medicare.
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. Amount is calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disability insurance. This is an after-tax deduction. Please revise the percent for your needs. Some gross pay may be withheld. Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is determined by court order.
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will withhold that amount from pay.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan.
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee before taxes.
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

33 Click "Edit"

Edit	20	Deduction	Subcontractor payment	Other	No Effect
Edit	21	Deduction	Other Deduction	Other	No Effect
Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	33	Deduction	Accident Insurance Deduction	Other	No Effect
Edit	34	Benefit	LTD Employee Benefit	Other	No Effect
Edit	35	Deduction	Disability Insurance Deduction	Other	No Effect

47°F
Cloudy



Q Search



34 Click here and rename "Critical Illness Insurance Deduction"

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: **Disability Insurance Deduction** [Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher.

35 Click here and rename Critical Illness Insurance Deduction

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description: **Critical Insurance Deduction** [Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher.

36 Click "Submit"

Code Number: 35

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

- ☐ Social Security
- ☐ Medicare
- ☐ Federal
- ☐ State
- ☐ Local

Submit Cancel Delete

37 Click "Add a New Deduction/Benefit From Template"

ParishSOFT Accounting x ParishSoft x | Inbox (12) - stadrian512@gmail.com x | +

winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx

Cemetery | IRS information | Vendors | St Adrian | Bookmarks | ParishSOFT Account... | ParishSOFT Family... | Microsoft Office Ho... | ParishSOFT T

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

[Add a New Deduction/Benefit From Template](#)

Deductions/Benefits

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	
Edit	6	Deduction	Local	System	
Edit	11	Benefit	403(b) Employer Benefit - Match	Retirement Plan	No Effect
Edit	12	Deduction	403(b) Employee Deduction - Traditional	Retirement Plan	Reduces calculated Federal, State, Local

38 Click "Select"

Select	Deduction	403(b) Employee Deduction	Withhold a percent of gross pay from employee. Taken before Federal and Medicare.
Select	Deduction	Advance	The church has given a payment to an employee in advancement of their pay. The church will withhold that amount from a paycheck. Set to zero on employee screen after payment.
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security and Medicare.
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. Amount is calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disability insurance. This is an after-tax deduction. Please revise the percent for your needs. Some group term life insurance policies may have a disability benefit. Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is determined by court order.
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will withhold the amount of the loan from the employee's pay.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan.
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee before taxes.
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

39 Click "Edit"

Edit	22	Deduction	Christmas Bonus Deduction	Other	No Effect
Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, and FICA.
Edit	33	Deduction	Accident Insurance Deduction	Other	No Effect
Edit	34	Benefit	LTD Employee Benefit	Other	No Effect
Edit	35	Deduction	Critical Illness Insurance Deduction	Other	No Effect
Edit	36	Deduction	Disability Insurance Deduction	Other	No Effect

47°F
Cloudy

Search



40 Click here and rename Hospital Indemnity Deduction

The screenshot shows the 'Deduction / Benefit' setup screen. At the top, there are tabs for 'Church Manager', 'Ledger and Payables', 'Payroll', 'Ledger Report Writer', and 'Consolidation Manager'. Below these are icons for 'Payroll Process', 'Employees', 'Setup', 'Process', 'Forms', and 'Reports'. The main section is titled 'Deduction / Benefit' and contains a 'Description of Deduction / Benefit' field. The 'Description' field is highlighted with an orange circle and contains the text 'Disability Insurance Deduction'. Below this is a 'Deduction or Benefit' section with a green text block explaining deductions and benefits. A 'Type' dropdown menu is set to 'Deduction'. At the bottom, there is a 'Code Number' field with a note 'Use a code number 11 or higher'.

41 Click "Submit"

The screenshot shows the 'W2 Category' setup screen. At the top, there is a 'Code number' field with the value '36'. Below this is a 'W2 Category' section with a green text block explaining its use. A 'Category' dropdown menu is set to 'Other'. Below this is a 'Subject to Tax' section with a green text block explaining its purpose. There are five checkboxes for 'Social Security', 'Medicare', 'Federal', 'State', and 'Local', all of which are currently unchecked. At the bottom, there are three buttons: 'Submit', 'Cancel', and 'Delete'. The 'Submit' button is highlighted with an orange circle.

42 Click here

ord has been updated! 12/4/2025 4:59:46 PM

Employee Information

Mary Christensen

[General](#)
[Emp/Cust](#)
[Tax Data](#)
[Pay Data](#)
[Ded/Ben](#)
[Accums](#)
[Personal](#)
[Direct Deposit](#)
[Paychecks](#)
[Attachments](#)

[Watch Help Video!](#)

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	1056.66	1069.86
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	1056.66	1069.86
3	13 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	1056.66	1069.86
4	16 Benefit: Health Insurance Emplo	1358.00	0.00	999999.99	14938.00	16296.00
5	17 Deduction: Flex Plan Medical Ded	150.00	0.00	999999.99	1650.00	1800.00
6	18 Benefit: Life, ADandD Employer Be	14.01	0.00	999999.99	154.11	161.75
7	31 Deduction: Tax-Free Dental Insura	0.00	0.00	999999.99		
8	34 Benefit: LTD Employee Benefit	0.00	0.00	999999.99		
Total:		1,522.01	9.00	7,999,999.92		

[Lines](#)

Submit

Delete

Quick Find

Find

Clear