

# Authorization for Payroll Deduction

Client Name: \_\_\_\_\_ Client #: \_\_\_\_\_

**FOR EMPLOYEE:** FILL IN APPROPRIATE BLANKS AND THEN SIGN AND DATE AT THE BOTTOM.

Print Employee Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**BLANKET DEDUCTION:** (The employee authorizes the client to deduct up to a specific amount from their paycheck at any given time.)

I HEREBY AUTHORIZE THE DEDUCTION FROM MY PAYCHECKS, AN AMOUNT NOT TO EXCEED \$ \_\_\_\_\_ FROM PAY PERIOD TO PAY PERIOD, FOR ANY OF THE FOLLOWING DEDUCTIONS: (circle all that apply)

- |         |           |       |                  |              |
|---------|-----------|-------|------------------|--------------|
| Advance | Purchases | Food  | Miscellaneous    |              |
| Gas     | Uniforms  | Tools | Stop Payment Fee | Other: _____ |

**RECURRING DEDUCTION:** (The employee authorizes the client to deduct, for a specific reason, a specified amount from each paycheck for a specific length of time.)

TYPE OF DEDUCTION	AMOUNT PER PAY PERIOD	START DATE*	TOTAL DUE (If applicable)
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

\*Date must fall within pay period the deduction is to start.

**ONE-TIME ONLY DEDUCTION:** (The employee authorizes the client to deduct, for a specific reason, a specified amount from a single check.)

TYPE OF DEDUCTION	AMOUNT	START DATE*
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

\*Date must fall within pay period the deduction is to start.

Upon the conclusion of my employment relationship, I authorize my employer to deduct from my final paycheck any unpaid balance I owe. Also, I grant my employer the right to correct any electronic fund transfer resulting from an erroneous overpayment to me by debiting my account to the extent of such overpayment.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Note for employers:** Deductions may not be made from an employee's wages if the employee's earnings will be reduced below the required minimum wage or overtime compensation.

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