

COMPANY LETTERHEAD

PROJECT NAME: _____

PROJECT NUMBER: _____

EMPLOYEE'S NAME: _____

PAYROLL DEDUCTION AUTHORIZATION:

I, _____, hereby authorize _____
(employee name) (name of employer/company)

to deduct \$ _____ from my paycheck.
(amount)

This deduction is for: (*must check appropriate item(s)*)

_____ Loan Repayment _____ Retirement _____ Profit Sharing
_____ Advance _____ Savings Bonds _____ Charitable Donations
_____ Insurance Premiums _____ Other: _____

This deduction is to be made:

_____ One time only _____ weekly _____ monthly
_____ times over _____ weeks _____ Other: _____

Employee's Signature: _____

Date: _____

You may make payroll deductions as permitted by DOL regulations 29CFR Part 3. These regulations prohibit the employer from requiring employees to "kick-back" (i.e. give up or return to the employer) any of their earnings other than those defined.

You need to submit this documentation only one time per employee, unless changes in deductions or durations take place.