**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Payroll Deduction Form Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Contact Information** | Address, Phone, Email |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Employee Name** |  |  | **Employee ID Number** |
|  |  |  |  |
|  |  |  |  |
| **SSN** | **Date of Birth** | **Account Number** | |
|  |  |  | |
|  |  |  |  |
| **Work Phone** | **Personal Phone** | **Employer Name** | |
|  |  |  | |
|  |  |  |  |
| **Pay Frequency** | **Mark ( X )** | **List amounts to allocate to the following accounts:** | |
| Weekly |  | **Account** | **Amount ( $ )** |
| Bi-Weekly |  | (00) |  |
| Semi-Monthly |  | Checking |  |
| Monthly |  | Loans |  |
| Other |  | Other |  |
|  |  |  |  |
| **AUTHORIZATION** |  |  |  |
| I hereby authorize the Payroll Department of my employer to make regular deductions each payroll period from my payroll / salary / allotment in the amount of: | | | (Enter Amount) |
|  |  |
| The amounts will be credited, upon receipt, by: | | (Enter Company Name) | |
| This payroll allocation request should begin: | | (Enter Date) | |
| I UNDERSTAND THAT THIS FORM AUTHORIZES THE REDUCTION OF GROSS PAY BY THE AMOUNT OF DEDUCTIONS INDICATED ABOVE. MY EMPLOYER IS AUTHORIZED TO DEDUCT A DIFFERENT AMOUNT SHOULD THERE BE A DEDUCTION CHANGE THROUGHOUT THE YEAR. THIS DOCUMENT AUTHORIZES THE CONTINUATION OF DEDUCTIONS TO THE NEXT YEAR SHOULD A NEW FORM NOT BE SUBMITTED BEFORE YEAR-END. | | | |
|  |  |  |  |
| **Employee Name** | **Employee Signature** | | **Date** |
|  |  | |  |
|  |  |  |  |
|  |  |  |  |
| **FOR ACCOUNTING DEPARTMENT USE, ONLY** | **Date of Receipt** | **Date of Update** | **Updated By** |
|  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |