**Payroll Deduction Form Template**

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

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| --- | --- | --- | --- |
|  |  |  |  |
| **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** |
|   |   |   |

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