

# Payroll Deduction Authorization Form

This **payroll deduction authorization form sample** allows employees to authorize multiple deductions from their paycheck efficiently. It ensures clear documentation and compliance with company policies and legal requirements. Using this form helps streamline the payroll process and maintain accurate records.

## Employee Information

Employee Name	<div></div>
Employee ID	<div></div>
Department	<div></div>
Position/Title	<div></div>

## Deductions

Please indicate the deductions to be made from your paycheck:

Deduction Type	Amount/Percentage	One-time or Recurring	Start Date
<div><div><input type="checkbox"/> Health Insurance</div><div><input type="checkbox"/> Retirement Plan</div><div><input type="checkbox"/> Flexible Spending Account</div><div><input type="checkbox"/> Union Dues</div><div><input type="checkbox"/> Other: <div></div></div></div>	<div></div>	<div>One-time <div></div></div>	<div></div>

## Authorization

I hereby authorize the above deductions from my paycheck as indicated. I understand that I may revoke this authorization at any time by submitting a written request to the payroll department, and that revocation will take effect as soon as administratively possible.

Employee Signature	<div></div>	Date	<div></div>
HR/Payroll Representative	<div></div>	Date	<div></div>