

Payroll Deduction Authorization Form with Direct Deposit

The **Payroll deduction authorization form** sample simplifies employee consent for automatic payroll deductions. It ensures accurate direct deposit setup, enhancing payment efficiency and security. This form is essential for seamless payroll management and employee financial planning.

Employee Information

Full Name:

Employee ID:

Department:

Email Address:

Deductions Authorization

I hereby authorize the following deductions from my payroll:

Deduction Type:

Retirement Plan

If Other, specify:

Deduction Amount (\$):

Deduction Frequency:

Per Pay Period

Direct Deposit Authorization

I authorize my payroll to be deposited directly into the account specified below:

Bank Name:

Routing Number:

Account Number:

Account Type:

Checking

Authorization & Signature

I hereby authorize the above payroll deductions and direct deposit. I understand these instructions remain in effect until I submit a written cancellation or amendment.

Employee Signature:

Date:

Submit