

Payroll Deduction Authorization Form for Loan Repayment

This **payroll deduction authorization form** sample enables employees to authorize automatic loan repayments directly from their paycheck. It simplifies the repayment process, ensuring timely and consistent loan payments. Use this form to facilitate secure and efficient loan deduction management.

Employee Information

Employee Name:

Employee ID/Number:

Department:

Contact Number/Email:

Loan Information

Loan Account Number:

Type of Loan:

Deduction Amount (per pay period):

Start Date of Deductions:

End Date (if applicable):

Authorization

I hereby authorize **[Company Name]** to automatically deduct the specified loan repayment amount from my salary each pay period. I understand that this authorization will remain in effect until the loan is paid in full or until written notice of cancellation is provided.

Employee Signature:

Date:

For Payroll Department Use Only

Authorized By (Payroll):

Date Processed:

Notes:

Submit