

Employee Payroll Deduction Authorization Form

This **Employee payroll deduction authorization form** sample simplifies managing authorized deductions directly from employee paychecks. It ensures clear agreement between employer and employee on deduction specifics, enhancing payroll accuracy. Utilize this template to streamline your payroll processing and maintain compliance with company policies.

Employee Information

Employee Name	_____	Employee ID	_____
Department	_____	Position	_____

Deduction Details

Type of Deduction	Amount or Percentage	Frequency	Start Date	End Date (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Authorization Statement

I hereby authorize my employer, _____, to deduct the amounts specified above from my paycheck as indicated. This authorization remains in effect until I provide written notice of cancellation or until the specified end date, if applicable.

Employee Signature: _____ Date: _____

Employer Representative Signature: _____ Date: _____

Please return this completed form to the Human Resources or Payroll Department.