

Voluntary Payroll Deduction Authorization Form

This **voluntary payroll deduction authorization form** sample allows employees to conveniently authorize specific deductions from their paychecks. It ensures clarity and compliance by detailing the deduction amount, purpose, and employee consent. Using this form helps streamline payroll processing and maintain accurate records for both employers and employees.

Employee Information

Employee Name:

Employee ID:

Department:

Deduction Details

Type of Deduction:

-- Select --

If Other, Please Specify:

Deduction Amount (\$):

Deduction Frequency:

☐ Per Paycheck ☐ Monthly ☐ One-time

Effective Start Date:

End Date (if applicable):

Authorization & Consent

I hereby authorize my employer to deduct the amount(s) specified above from my paycheck according to the details provided. I understand that this authorization is voluntary and may be revoked by submitting written notice to HR.

Employee Signature:

Type your full name

Date:

Submit

For office use only: Received by: _____ Date: _____ Processed by: _____ Date: _____