

Biweekly Payroll Deduction Authorization Form

Use this **biweekly payroll deduction authorization form sample** to easily set up automatic deductions from your paycheck every two weeks. It ensures clear communication of deduction details between employees and employers. This form helps streamline the payroll process and maintain accurate financial records.

Employee Information

Full Name:

Employee ID:

Department:

Email:

Deduction Details

Deduction Amount (\$):

Type of Deduction:

e.g. Health Insurance, Retirement, Loan Repayment

Start Date:

End Date (if applicable):

Additional Notes:

Employee Signature:

Date:

Authorize Deduction