

**COMPANY LETTERHEAD**

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

**PAYROLL DEDUCTION AUTHORIZATION:**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(employee name) (name of employer/company)

to deduct \$ \_\_\_\_\_ from my paycheck.  
(amount)

This deduction is for: *(must check appropriate item(s))*

- |                          |                     |                            |
|--------------------------|---------------------|----------------------------|
| _____ Loan Repayment     | _____ Retirement    | _____ Profit Sharing       |
| _____ Advance            | _____ Savings Bonds | _____ Charitable Donations |
| _____ Insurance Premiums | _____ Other: _____  |                            |

This deduction is to be made:

- |                              |                    |               |
|------------------------------|--------------------|---------------|
| _____ One time only          | _____ weekly       | _____ monthly |
| _____ times over _____ weeks | _____ Other: _____ |               |

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***(You may make payroll deductions as permitted by DOL regulations 29CFR Part 3. These regulations prohibit the employer from requiring employees to "kick-back" (i.e. give up or return to the employer) any of their earnings other than those defined.)***

***(You need to submit this documentation only one time per employee, unless changes in deduction amount or duration take place.)***