



PAYROLL DEDUCTION AUTHORIZATION

This form is to be used for one time or on-going voluntary payroll deductions. It is invalid for deductions for payroll advances, lost or damaged property, and theft.

I, _____, voluntarily authorize The Employer Group to make the following deduction from my paycheck(s):

Amount from each paycheck: \$ _____ or _____ %

Total Amount (if applicable): \$ _____

Reason/purpose: _____

Payee (usually Client Company): _____

Number of paychecks: _____ or _____ Ongoing until revoked by employee in writing

I authorize the deduction to start:

The next paycheck, if possible

On the specific date: _____

On my last paycheck following termination or resignation of employment

I further agree that if any paycheck is insufficient to fund this deduction, after all other taxes, benefits, or necessary legal deductions are paid, that the deduction will be limited to the remainder of my paycheck, if any. If, as a result, an outstanding amount remains due to the Payee named above, I am solely responsible for making arrangements to pay such outstanding amount directly. This authorization shall remain in force until I notify The Employer Group, in writing, to discontinue the deductions or my employment terminates. If the deduction amount changes, I understand that I will need to complete a new Payroll Deduction Authorization.

Employee Signature

Date

Social Security Number

For The Employer Group Use Only

Received by: _____ Date: _____ Processed by: _____ Date: _____