

Payroll Deduction Authorization Form

Return by fax: 317.469.4700 or scan and email to payroll@aspirecpas.com

SECTION 1	<p>Client Information</p> <p>Client Company: _____</p>
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SECTION 2	<p>Authorization</p> <p>I authorize on behalf of client company to withhold from my gross earnings the amount listed below:</p> <p style="text-align: right;">Per Pay Deduction Amount: \$ _____</p> <p style="text-align: right;">Total Amount of Deduction: \$ _____</p> <p>The Total Amount of Deduction will be deducted over a period of _____ Pay Periods.</p> <p>Check Date to be Effective: _____</p> <p>Reason for Deduction: _____</p> <p>Authorization for Payroll Deduction:</p> <p>I authorize this deduction from my gross wages as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Type of Deduction</u></th> <th style="text-align: center;"><u>After Tax</u></th> <th style="text-align: center;"><u>Pre-Tax</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <p>Employee Name: _____</p> <p>Employee Signature: _____</p> <p>Date: _____ Social Security Number: _____ / _____ / _____</p>	<u>Type of Deduction</u>	<u>After Tax</u>	<u>Pre-Tax</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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