



Payroll Deduction Authorization

Please complete and return to your Payroll Specialist

This form is for recurring deductions only, such as loans or advances, that will be paid back over a period of time. Please do not use this form for one-time deductions or any type of insurance deductions.

Company Name: _____

Employee Name: _____

Social Security #: _____ Date of first deduction: _____

How would you like this deduction coded?

Payroll deduction Loan deduction Advance Other: _____

I authorize National PEO to deduct \$ _____ per pay period until a total of \$ _____ has been deducted. This money will be remitted back to my worksite employer each pay period. I understand that if I leave employment or am terminated prior to the total amount being withheld, the total amount owed will be withheld out of my final paycheck.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____