Payroll Deduction Authorization

|  |  |  |
| --- | --- | --- |
| Employee Name:       | Employee #:       | Date:       |
| I authorize Superior Service Transport to deduct funds from my paycheck as follows: |
|  | [ ]  - One time deduction of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  - Bi-weekly installments of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ beginning on \_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_ |
| [ ]  - Monthly installments on the [ ]  5th or [ ]  20th of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ beginning on \_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_  |
| Reason(s) for the deduction(s):      |
| Employee Signature: | Signature Date:  |
| Supervisors Signature: | Signature Date:  |
| [ ]  Processed in Payroll | Date:  |

Distribution:

- Original to HR Department/Payroll

- Copy to Employee

- Copy to Supervisor File