

EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION FORM

Date: October 24, 2013

Employee Name: Joe Test

SSN: 009-00-1234

I, Joe Test hereby authorize CPS/CAPS Construction, Inc. to deduct from my wages for the following:

Payroll deduction(s):

- | | |
|---|---|
| <input type="checkbox"/> 401(k) % or \$ | <input type="checkbox"/> 401(k) Loan % or \$ |
| <input type="checkbox"/> Health Insurance \$ | <input type="checkbox"/> Life Insurance Premium \$ |
| <input type="checkbox"/> Payroll Saving Plan \$ | <input type="checkbox"/> United Way Contribution \$ |
| <input type="checkbox"/> Christmas Club \$ | <input type="checkbox"/> Credit Union \$ |
| <input type="checkbox"/> Payroll Advance \$ | <input type="checkbox"/> Vacation Pay Advance \$ |
| <input type="checkbox"/> Union Dues \$ | <input type="checkbox"/> Loan Repayment \$ |
| <input type="checkbox"/> Uniforms \$ | <input type="checkbox"/> Parking fees \$ |

Employee Purchases (define items purchased, dollar amount, date purchased, and purchased from):

Saw	\$599.89	10/01/2013	Company Home Depot Credit Card

I agree that my gross pay will be reduced by the amount \$100.00 per week, beginning date until the total amount of \$599.89 amount has been deducted. In the event of a deduction change during the year, my employer is authorized to deduct the new amount from my pay.

I understand and acknowledge the deduction may not be made if I have insufficient income during a pay period.

I understand and acknowledge that payroll tax withholding take priority over these deductions.

In the event a new Employee Deduction Authorization Form is not executed on or before the next year-end, this form shall be deemed to continue in force for the next succeeding year.

In the event that my employment ends for any reason before the final deduction is made, the entire balance

- May be withheld from my final wages
- May not be withheld from my final wages

Employee Signature: _____

Date Signed: _____

FOR PAYROLL USE:

Date Received: date

Received by: Nancy Smyth, Payroll Administrator

Payroll Date Effective: date