



PAYROLL DEDUCTION AUTHORIZATION FORM

Employee Name: _____ Soc. Sec. #: _____

Client Name: _____ Client Number: _____

This section to be completed by the worksite employer only.

Deductions are made in accordance with the FLSA, IRS Section 125 and applicable Federal or State regulations.

Paycheck Deduction Start Date: _____

Purpose:

- Uniform
- Cell Phone
- Tool
- Meal
- Insurance (Specify: _____)
- 401k Deduction
- Loan in the total amount of \$ _____
- 401k Loan in the amount of \$ _____
- Other

Amount:

- One-time deduction of \$ _____
- On-going deduction per pay period of \$ _____
- Total Amount \$ _____

Paycheck Deduction Frequency:

- 12 per year
- 24 per year
- 26 per year
- 48 per year
- 52 per year

Retain or Credit:

- Howard Leasing, Inc. will retain this deduction (established payables account only)
- Howard Leasing, Inc. will credit this deduction to the worksite employer

This section to be completed by the employee.

1. I authorize my employer to deduct from my paycheck the amount as indicated above.
2. I agree that my employer may deduct the unpaid balance if the employment relationship ends before total repayment occurs.
3. I agree that I will repay my employer any remaining balance owed, within 30 days after my employment ends, if I have an unpaid balance.

Employee Signature _____ Date _____