

Company Letterhead



**Payroll Deduction Authorization for "Other Deductions" on Certified Payroll**

Project Name: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to  
Employee Name Name of Employer/Company

deduct \$\_\_\_\_\_ from my paycheck.

This deduction is for:

\_\_\_\_\_ Loan Repayment \_\_\_\_\_ Retirement \_\_\_\_\_ Profit Sharing \_\_\_\_\_ Advance

\_\_\_\_\_ Charitable Donations \_\_\_\_\_ Savings Bonds

\_\_\_\_\_ Other: \_\_\_\_\_

This deduction is to be made:

\_\_\_\_\_ One time only \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ times over \_\_\_\_\_ weeks

\_\_\_\_\_ Other: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may make payroll deductions as permitted by DOL regulations 29 CFR Part 3. These regulations prohibit the employer from requiring employees to "kick-back" (i.e., give up or return to the employer) any of their earning other than those identified.

You need to submit this documentation only one time per employee, unless changes in deductions or durations take place.

**\*If deductions are being made for child support, a copy of the court ordered withholding must be in the employee file. Do not send to CDBG.**