



Payroll Deduction Authorization Form

Date : _____

Client Name : _____ Client Number : _____

Employee Name : _____ Employee Number : _____

I, _____, hereby authorize KeyHR to make deductions from my paycheck as stated below. In the event of termination of my employment, I understand that the entire amount immediately becomes due and payable and will be deducted from my final paycheck.

Total Repayment Amount: \$ _____

Reason for Loan or Deduction : _____

Amount to be Deducted per Pay Period : \$ _____

Date Deductions Start : _____

Date of Final Deduction (if necessary) : _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Date Received: _____