



Payroll Office

PAYROLL DEDUCTION AUTHORIZATION

I, _____, authorize the Payroll Office to deduct
(Please print name)

\$ _____ from each of my paychecks.

This deduction is for _____.

I understand this deduction will continue until I notify the Payroll Office in writing that I wish for it to stop.

(Employee must complete the Authorization form to stop payroll deduction)

Signature _____ Date _____

Datatel ID _____

FOR PAYROLL OFFICE USE ONLY

Datatel ID number _____

Beginning pay date _____

Ending pay date _____

Date entered _____