



# DEDUCTION AUTHORIZATION

CLIENT \_\_\_\_\_ CLOCK# \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE# \_\_\_\_\_ SOC SEC# \_\_\_\_\_

**DEDUCTION CODES:** 605-Uniform 100-Garnishment 600-Employee Advance/Loan 602-Employee Purchase  
605-Uniform Deduction 604-Equipment 282-Uncollected Benefit Premium 999-Other

## DEDUCTION # 1

BEGIN DEDUCTIONS  IMMEDIATELY OR ON: \_\_\_/\_\_\_/\_\_\_

DEDUCTION CODE AND DESCRIPTION \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
MAXIMUM PER PAYCHECK GOAL LIMIT

RETURN DEDUCTION TO CLIENT

**DEDUCTION FREQUENCY:**  ONE-TIME ONLY  UNTIL LIMIT REACHED  CONTINUOUS DEDUCTION  UNTIL \_\_\_/\_\_\_/\_\_\_

## DEDUCTION # 2

BEGIN DEDUCTIONS  IMMEDIATELY OR ON: \_\_\_/\_\_\_/\_\_\_

DEDUCTION CODE AND DESCRIPTION \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
MAXIMUM PER PAYCHECK GOAL LIMIT

RETURN DEDUCTION TO CLIENT

**DEDUCTION FREQUENCY:**  ONE-TIME ONLY  UNTIL LIMIT REACHED  CONTINUOUS DEDUCTION  UNTIL \_\_\_/\_\_\_/\_\_\_

## DEDUCTION # 3

BEGIN DEDUCTIONS  IMMEDIATELY OR ON: \_\_\_/\_\_\_/\_\_\_

DEDUCTION CODE AND DESCRIPTION \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
MAXIMUM PER PAYCHECK GOAL LIMIT

RETURN DEDUCTION TO CLIENT

**DEDUCTION FREQUENCY:**  ONE-TIME ONLY  UNTIL LIMIT REACHED  CONTINUOUS DEDUCTION  UNTIL \_\_\_/\_\_\_/\_\_\_

*I understand that I am authorizing Emplicity to collect payments from my paycheck for the aforementioned reasons. In the case of a deduction being omitted or incorrectly calculated, I also authorize Emplicity to make such adjustments without notice.*

*x*

EMPLOYEE SIGN HERE \_\_\_\_\_ DATE \_\_\_\_\_

*x*

MANAGER SIGN HERE \_\_\_\_\_ NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_