

Sample Deduction Authorization Form

On company letterhead

I, _____, (*employee's name*) approve for my employer, (*enter the name of the company*), to take the following deductions out of my paycheck on a weekly basis.

- Health insurance (back office staff writes weekly amount)
- Life insurance (back office staff writes weekly amount)
- Dental insurance (back office staff writes weekly amount)
- 401k (back office staff writes percentage or weekly amount)

Employee Signature: _____

Date: _____