

AUTHORIZATION FOR PAYROLL DEDUCTION

Client Name: _____

Date: _____

Employee Name: _____

SSN#: _____

Use one form per deduction type.

I hereby authorize **Focus1 Staffing** to deduct the amount and type of deduction indicated below from my paycheck:

- | | |
|--|---|
| <input type="checkbox"/> Tools

<input type="checkbox"/> Vest \$10.00
<input type="checkbox"/> Purchases
<input type="checkbox"/> Gas
<input type="checkbox"/> Food
<input type="checkbox"/> Miscellaneous

<input type="checkbox"/> Payroll Advance
<i>(One Time Deduction)</i> | <input type="checkbox"/> Hard Hat \$10.00

<input type="checkbox"/> Safety Glasses \$3.00
<input type="checkbox"/> DOT Drug Test \$50.00
<input type="checkbox"/> Non DOT Drug Test \$45.00
<small>***If not employed longer then 30 days</small>
<input type="checkbox"/> Check Copy Fee (\$3)
<input type="checkbox"/> Check Stop-Payment Fee

<input type="checkbox"/> Employee Loan
<i>(Multiple pay periods)</i> |
|--|---|

Effective / Start Date _____

CHOOSE ONE:

-
- One Time Deduction Only _____
-
-
- Recurring Until (date) _____
-
-
- Recurring to Maximum
-
- Amount (dollars / total due) _____

I understand that this deduction will continue until a written cancellation using this form is submitted to **Focus1 Staffing** or until the specified amount is paid in full. In the event of termination of employment for any reason, any remaining balance owed will be deducted in whole or in part from final paycheck. If the balanced owed exceeds the funds available, I will still owe the remaining balance after m

Employee Signature _____ Date _____

PLEASE RETURN TO FOCUS1 STAFFING BY FAX OR MAIL

CANCELLATION:

I hereby authorize **Focus1 Staffing** to cancel the deduction from my paycheck for the following. I also grant **Focus1 Staffing** the right to correct any electronic funds transfer resulting from an erroneous overpayment to me by debiting my account to the extent of such overpayment.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

PLEASE RETURN TO FOCUS1 STAFFING BY FAX OR MAIL