

# Standard Payroll Deduction Authorization Letter

**Date:**

**To:**

The Payroll Department  
[Company Name]  
[Company Address]

**From:**

Employee Name : \_\_\_\_\_

Employee ID / Number : \_\_\_\_\_

Department : \_\_\_\_\_

I hereby authorize [Company Name] to deduct from my salary the following amount(s) as specified below:

**Type of Deduction:** \_\_\_\_\_

**Amount or Percentage:** \_\_\_\_\_

**Deduction Start Date:** \_\_\_\_\_

**Deduction End Date (if applicable):** \_\_\_\_\_

These deductions are to be made from each payroll period as stipulated above, until the specified end date or until written revocation is submitted.

I understand that this authorization will remain in effect until I notify the Payroll Department in writing of any changes or revocation. I also certify that the information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

## Important Notes:

- Ensure all details are accurate before submitting this letter to payroll.
- This authorization can generally be revoked at any time in writing.
- Keep a copy of the signed document for your personal records.
- Specify clear start and end dates to avoid unauthorized deductions.
- Consult your HR or Payroll officer for any questions regarding deductions.