

Payroll Deduction Modification Request

Request to Change Existing Payroll Deductions

Date: MM/DD/YYYY

Employee Information

Full Name

Employee ID

Department

Contact Number

Current Payroll Deduction(s)

Deduction Type

Current Amount

Deduction Type

Current Amount

Requested Modification

Type of Request Increase Deduction Decrease Deduction Stop Deduction

Details of Modification

Effective Date

Reason for Request

Employee Signature

Date

HR/Payroll Approval

Date

Important Notes:

- This form must be submitted to HR/Payroll for approval before any modification takes effect.

- Some deductions may require additional documentation as per company policy or legal requirements.
- Processing time for deduction changes may vary; allow at least one full pay cycle.
- Incorrect or incomplete forms may delay your request.
- It is the employee's responsibility to review payroll statements for updates.