

**DEDUCTION AUTHORIZATION**

CLIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ SS # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

I authorize Fortune Business Solutions to withhold the amount of:

Maximum allowed by law

Or

\$ \_\_\_\_\_ Per pay period

and remit this amount to my Employer on my behalf, for payment of an obligation in the total amount of \$ \_\_\_\_\_ . This withholding should begin immediately and continue until the obligation is paid in full. I agree that in the event of the termination of my employment for any reason, the entire amount due and owing becomes immediately due and payable and will be deducted from my paychecks. I understand that to revoke this authorization I must submit the revocation in writing to my Fortune Business Solutions contact. The revocation will become effective within 14 days after receipt by my Fortune Business Solutions contact.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TYPE OF OBLIGATION**

- Employee Loan
- Employee Purchase
- Deduction for uniform or other employee purchase (for non-exempt employees only)
- Disciplinary deduction (for non-exempt employees only)
- Deduction for loss or shortage (for non-exempt employees only)
- Other \_\_\_\_\_

**FOR FORTUNE BUSINESS SOLUTIONS ONLY**

DEDUCTION DATE \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

POSTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_