



Payment Deduction Authorization

*Contractor Name: _____

I _____ authorize Superior Employment Services (SES) Account Payable Department to make the following deductions to cover and reimburse cost associated with obtaining my Michigan Department of Education Substitute Teaching Permit, Criminal Background Check via the iChat System and or my cost for State mandated Livescan Fingerprints. The teaching permits are valid from the date of receipt until August 31st each year.

- **Substitute Teaching Permit Fee of \$45** (Permits are pulled yearly/every school year)

I _____ (Name Printed) hereby authorize Superior Employment Services ("SES") to deduct the above permit costs from my first payment for services.

Permit costs are required each school year as mandated by the Michigan Department of Education.

Substitute teachers also have the option to pay for their Substitute Teacher Permit prior to providing services through Superior Employment Services. If the permit cost is paid in advance, no deduction will be made from the Contractor's first payment for services.