

(use company letter head or insert logo here)

## Payroll Deduction Authorization

I hereby authorize **Company Name** (hereafter “the Company”) to make the following deductions from my wages in accordance with the Pennsylvania Wage Payment and Collection Law (43 P. S. § 260.3). This authorization will remain in effect until I provide the Company with written notice to revoke this authorization or my employment is terminated.

(1) Contributions to and recovery of overpayments under employee welfare and pension plans subject to the Federal Welfare and Pension Plans Disclosure Act (29 U.S.C.A. § 301 et seq.).

(2) Contributions authorized in writing by employees or under a collective bargaining agreement to employee welfare and pension plans not subject to the Federal Welfare and Pension Plans Disclosure Act (29 U.S.C.A. § 301 et seq.). These include group insurance plans, hospitalization insurance, life insurance, provided such insurance policies are written by companies certified by the Pennsylvania Insurance Department, and group hospitalization and medical service programs offered by nonprofit hospitalization and medical service organizations and medical group plans.

(3) Deductions authorized in writing for the recovery of overpayments to employee welfare and pension plans not subject to the Federal Welfare and Pension Plans Disclosure Act (29 U.S.C.A. § 301 et seq.).

(4) Deductions authorized in writing by employees or under a collective bargaining agreement for payments into the following:

(i) Company-operated thrift plans.

(ii) Stock option or stock purchase plans to buy securities of the employing or an affiliated corporation at market price or less provided such securities are listed on a stock exchange or are marketable over the counter.

(5) Deductions authorized in writing by employees for payment into employee personal savings accounts such as the following:

(i) Payments to a credit union.

(ii) Payments to a savings fund society, savings and loan, or building and loan association.

(iii) Payments to the savings department of banks for Christmas, vacation or other savings funds.

(iv) Payroll deductions for the purchase of United States Government bonds.

(6) Contributions authorized in writing by the employee for charitable purposes such as the United Community Fund and similar organizations.

(7) Contributions authorized in writing by the employee for local area development activities.

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(8) Deductions provided by law, including but not limited to deductions for Old Age and Survivors Insurance (Social Security taxes), withholding of Federal or local income or wage taxes or occupation privilege taxes and deductions based on court orders.

(9) Labor organization dues, assessments and initiation fees, and such other labor organization charges as are authorized by law.

(10) Deductions for repayment to the employer of bona fide loans provided the employee authorizes such deductions in writing either at the time the loan is given him or subsequent to such loan.

(11) Deductions for purchases or replacements by the employee from the employer of goods, wares, merchandise, services, facilities, rent or similar items provided such deductions are authorized by the employee in writing or are authorized in a collective bargaining agreement.

(12) Deductions for purchases by the employee for his convenience of goods, wares, merchandise, services, facilities, rent or similar items from third parties not owned, affiliated or controlled directly or indirectly by the employer if the employee authorizes such deductions in writing.

(13) Such other deductions authorized in writing by employees as in the discretion of the Department is proper and in conformity with the intent and purpose of the Wage Payment and Collection Law (43 P. S. § § 260.1—260.12).

I hereby acknowledge that:

- All company-owned owned equipment (which may include, but is not limited to: computer/laptop/table, phone/smartphone, AV equipment, etc.) must be returned upon request of my supervisor or upon my separation (if applicable), and
- All company-owned supplies must be returned upon request of my supervisor or upon my separation (if applicable).

If I owe money to the Company that is in excess of the deductions I have authorized above, or if I possession of equipment or supplies for which the Company claims ownership interest at the time of my separation from service, I understand the Company will likely pay the full amount of wages owed to me and pursue any disputed sums separately.



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Employee Signature

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Date