



**ELITE**  
PAYROLL SOLUTIONS

**PAYROLL DEDUCTION AUTHORIZATION - LOAN**

**For the repayment of an employee loan:**

Client Company: \_\_\_\_\_ Client #: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

*I, the above named employee, hereby authorize my employer to deduct from my paycheck the amount stated below at the increments indicated. In the event of termination of employment, for any reason, the remaining balance becomes due and payable and will be deducted from my final paycheck.*

Date deduction is to begin: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total amount to be deducted: \$ \_\_\_\_\_

Amount to be deducted per pay period: \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**For Elite Payroll Solutions Use Only**

Processed By: \_\_\_\_\_

Date Form Received: \_\_\_\_\_