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## EMPLOYEE PAYROLL DEDUCTION

DATE:

TO:

FROM:

SUBJECT: Payroll Deduction

This is to advise you that a payroll deduction will be made from your future payroll checks. The deduction is being made for the following reasons and dollar amounts.

1) \_\_\_\_\_ Weekly Deduction Amount - \$

2) \_\_\_\_\_ Weekly Deduction Amount - \$

Beginning Payroll Date –

Ending Payroll Date –

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee Acknowledging Receipt

\_\_\_\_\_  
Date

cc: Employee File, Office Manager, Construction Manager