

**SOUTHERN PERSONNEL MANAGEMENT, INC.**

**AUTHORIZATION FOR MISCELLANEOUS PAYROLL DEDUCTION**

To: Payroll Department

From: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Employee Name Client Company

Date: \_\_\_\_\_

You are hereby authorized to deduct a total of \$ \_\_\_\_\_ from my payroll check(s) For:

\_\_\_\_\_

This is to be deducted in the following manner:

- ☐ Installments of \$ \_\_\_\_\_ per pay period
- ☐ One time deduction for full amount owed
- ☐ Other (please specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the remaining balance due will be deducted from my final payroll check(s) upon termination or layoff if I have not met this obligation in full.

Signed : \_\_\_\_\_

Client Representative: \_\_\_\_\_