



Subject: Deduction Authorization Form & Policy	Document Location: J:\Payroll\Forms\ApprovedForm\Deduction Auth Form	Date Issued: 09/12/2005
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DEDUCTION AUTHORIZATION FORM & POLICY

Policy & Intent

Rural/Metro Corporations' Deduction Authorization Policy has been developed to standardize our work processes and improve internal controls to insure proper authorization and justification of payment.

PAYROLL DEDUCTION AUTHORIZATION FORM

I, _____, authorize the Payroll Department of Rural/Metro Corporation to deduct \$ _____ in _____ payment(s) of \$ _____ for _____.

Further, if my employment with Rural Metro ends or I default on the above agreement of payroll deduction signed by me, I agree to pay the remaining balance out of my final net payroll check to bring the outstanding balance to zero. If there is not enough net pay to cover the remaining balance, I agree to pay Rural/Metro Corporation this debt in full.

EMP. #: _____ NAME _____

SIGNED: _____
(employee, date)

SIGNED: _____
(supervisor/manager, date)

General Ledger Account Number to charge: _____