

# Withholding Authorization

New     Change     Stop Deduction

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Worksite Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Deduction Start Date: \_\_\_\_\_ Deduction End Date: \_\_\_\_\_ Company Code: \_\_\_\_\_

I authorize ADP Resource to withhold the amount of:

the maximum allowed by law  
or

\$\_\_\_\_\_ per pay period for a total of \_\_\_\_\_ pay period(s)

and remit this amount to my Employer on my behalf, for payment of an obligation in the total amount of \$\_\_\_\_\_. This withholding should begin immediately and continue until the obligation is paid in full. I agree that in the event of the termination of my employment for any reason, the entire amount due and owing becomes immediately due and payable and will be deducted from my final paycheck(s). I understand that to revoke this authorization I must submit the revocation in writing to my immediate supervisor and that it will become effective within 14 days after receipt of ADP Resource payroll department.

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

## Type of Obligation

- Employee Loan
- Employee Purchase
- Deduction for uniform or other employee purchase (for non-exempt employees only)
- Deduction for loss or shortage (for non-exempt employees only)
- Other \_\_\_\_\_

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## For ADP Resource Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Posted By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_