

Authorisation of Payroll Deduction



EMPLOYER NAME	
---------------	--

EMPLOYEE DETAILS

EMPLOYEE NAME	
---------------	--

REASON FOR DEDUCTION

--

SCHEDULE OF DEDUCTIONS

Date	Amount	Date	Amount

I authorise a deduction from my pay for the amount on the date(s) as specified above.
In the event that I should terminate my employment, I authorise any remaining balance to be deducted from my final pay.

EMPLOYEE SIGNATURE		DATE	
--------------------	--	------	--

AUTHORISATION BY EMPLOYER

Is there a clause in the employee's contract of employment to authorise this deduction from pay?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

AUTHORISED SIGNATORY		DATE	
----------------------	--	------	--

PLEASE FORWARD TO TANDEM PAYROLL LTD

Fax: 08717 143 367
Email: paymatters@tandempayroll.co.uk
Post: Tandem Payroll Ltd, 5 Lancing Close, Werrington, Peterborough, PE4 6QX

FOR OFFICE USE ONLY

SIGNATURE CHECKED BY	
----------------------	--

Please note:

One of three conditions has to be met for an employer lawfully to make deductions from wages.
The deduction or payment must be:

- required or authorised by legislation (for example, income tax or national insurance deductions); or
- authorised by the contract – provided the employer has been given a written copy of the relevant terms or a written explanation of them before it is made; or
- consented to by the employee in writing before it is made.

There are exemptions from these conditions that allow an employer to recover, for example, an earlier overpayment of wages or expenses.