

T.A. WOODS COMPANY  
6713 Netherlands Drive, Wilmington, NC 28405

**AUTHORIZATION FOR VOLUNTARY PAYROLL DEDUCTION**

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

**Employee Name:** \_\_\_\_\_

I hereby authorize T.A. Woods Company to deduct from my wages for the following:

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
	Total	\$ _____

The total will be deducted in a single amount unless installment payments have been approved in advance by Management. Installment payments will generally be limited to no more than four (4) consecutive weeks.

	Deduction Date	Amount
Week 1	_____	\$ _____
Week 2	_____	\$ _____
Week 3	_____	\$ _____
Week 4	_____	\$ _____

In the event my employment ends for any reason before the final deduction is made, the entire balance will be deducted from my wages.

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

**Installment Approval:**  
Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN COMPLETED FORM TO PAYROLL