

SALARY DEDUCTIONS
(Payroll Deduction Authorization Charges)

This is an agreement for payroll deduction between _____ ("Employee") and the Platte County R-3 School District.

The Employee agrees that the District may deduct an amount sufficient to cover any charges from the Employee's pay in any pay period where the Employee owes charges. An explanation of any deduction for charges will be clearly noted on the Employee's pay stub or otherwise provided to the Employee in writing.

This agreement will be in force for the full period of the Employee's employment with the district unless revoked in writing by the Employee. If this agreement is revoked, the Employee will not be allowed to charge.

I authorize the District to make withholdings from my salary for the purposes of and in the manner described in this agreement.

Employee's Signature

Date

Print Employee Name

* * * * *

Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: July 2014

Revised: N/A