

# Employee Payroll Deduction Authorization



Employees and Managers complete this form to authorize TriNet to withhold payroll deductions for Customer approved and sponsored programs. Complete, **sign and fax** this form to **TriNet at (510) 352-6480** or send by email to [payrollauthorization@trinet.com](mailto:payrollauthorization@trinet.com).

## Employee Data (Legal Name Required)

Last	First	Middle	Employee ID	Last 4 digits of Social Security No.
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## Company Information

3-Digit Client ID	Company Name	Company Contact	Contact Email	Contact phone number
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In order to help expedite processing your request, please complete the following steps:

### Step 1: Please indicate what type of request this is from the following options:

- New Request
  Revised Request
  Stop Request

**Step 2: Please indicate the start and or end date required for this deduction.** *If the pay period has already been processed, for one-time deductions the deductions will be taken automatically on the next available pay period.*

PAY PERIOD BEGIN DATE\* \_\_\_\_\_ PAY PERIOD END DATE\* \_\_\_\_\_  
 (Leave blank if recurring)

**Step 3: Please indicate the type of deduction(s) to be started, revised, or stopped.** *Only enter either a Deduction Amount or Deduction %.*

Deduction Code*	Deduction Description	Deduction Amount	Deduction %	Goal Amount
Donate	Altus Foundation			

**Note:** Deduction Amounts are per pay period **except** for Parking/Transit; see instructions on page 2 for more details.

- Parking- IRS maximum pre-tax allowance for 2012 is \$240 per month.
- Transit- IRS maximum pre-tax allowance for 2012 is \$125 per month.

### Important:

1. This form must be received no later than 10:00 a.m. Eastern Standard Time three (3) business days prior to the report date for the pay period in which the first deduction will occur or the last deduction will end.
2. Must be signed by both the employee and a Company authorized party.
3. Please consult with your Account Services Consultant in reference to the deduction codes **prior** to submitting the form.
4. Only deductions permitted by applicable law will be processed.

## Employee Authorization

I hereby authorize TriNet to deduct the amounts indicated above from my regular payroll, for Company approved and sponsored programs. This authorization will remain in effect with TriNet until canceled by written notification from me, my Company in the event of stated program termination, or until my relationship with TriNet is terminated.

Employee Signature	Email	Phone number
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## Company Approval (must be approved by authorized party)

I agree to remit any employee approved deductions credited to our Company Invoice for the programs indicated above.

Printed Name and Title	Signature	Date
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# Employee Payroll Deduction Authorization



## Form Instructions

This form is used to authorize TriNet to withhold payroll deductions for Customer approved and sponsored programs.

### Employee Data (Required)

Legal Name Enter employee's legal name as it appears on his/her social security card (Required Field).  
Employee ID Enter employee's TriNet ID number, if known.  
Social Security number Enter employee's social security number (Required Field).

### Company Information (Required)

Enter the three-digit company ID, company name, contact person's email address, and telephone number.

### Deductions

Pay Period Begin Date\* Enter the beginning of the pay period that the deduction(s) should start or the date of hire, whichever is applicable.  
Pay Period End Date\* Enter the last day of the pay period that the deduction(s) should stop.  
Deduction Code\* Consult with your Account Services Consultant and select the appropriate deduction code based on the deduction description and as permitted by applicable state law (Required Field).  
Deduction Amount Please note all deduction amounts will be taken on a per pay period, except for parking/transit.  
    Parking/Transit The parking/ transit deduction totals are prorated and deducted equal amounts per month.  
    Parking The IRS maximum pre-tax allowance for 2012 is \$240 per month.  
    Transit The IRS maximum pre-tax allowance for 2012 is \$125 per month.  
Deductions taken:  
    Once – for monthly payrolls.  
    Twice – for semimonthly and biweekly payrolls (3<sup>rd</sup> payroll in the month omitted).  
    Twice – for weekly payrolls (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> payroll in the month omitted).  
Goal Amount If applicable, deductions will stop when the specified amount is met.

### Employee Authorization (Required)

Sign date and enter your email address and phone number.

### Company Approval (Required)

Remittance Agreement Employee approved deductions are credited to the Customer Invoice for distribution to participating vendors.  
Authorization Provide the name, title (printed) and signature of a company authorized individual, and the date. Authorized parties are usually defined as management with hiring authority and are listed on the **Company Policy Selection** form and/or Payroll Authorization form.