**AUTHORITY TO DEDUCT FROM WAGES FORM**

I , give my employer <insert company name> the authority to deduct the following amounts from my pay or any monies owing to me in accordance with the following instructions. I acknowledge that this deduction is authorised by me and is principally for my benefit.

**NOTE TO EMPLOYER:** *Section 324 of the Fair Work Act 2009 only allows deductions that are authorised in writing and that are principally for the employees benefit, unless those deductions are authorised by an award, enterprise agreement or other law such as taxation legislation. Disputes that are arising as the meaning of “principally for the employees benefit and so even as authorised may cause difficulties. <Delete this commentary from final form>.*

I also authorise my employer to make payment to another party if required and if authorised below by me.

**Reason for Deduction:**

**Payment Made To:**

Account Name:

Account Number:

BSB Number:

Name of Bank:

Reference:

Amount to be deducted: $

I, <insert employee name> authorise the specified deductions to be made from my wages on a <insert period of deduction here> basis or on a one off basis.

Signature (Employee) Date

**Office Use:**

Comments:

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Initials** |
| Payroll Entered |  |  |