

**Date:** [Date]

**To:** [Payroll Department / Employer Name]

**From:** [Employee Name]

**Employee ID:** [ID Number]

## Voluntary Wage Deduction Agreement

I, [Employee Name], acknowledge that I owe a past due balance to [Company Name] in the total amount of \$[Total Amount Owed] regarding [Reason for Debt, e.g., overpayment, advanced leave, equipment loss].

I hereby voluntarily authorize [Company Name] to deduct the following amounts from my wages to satisfy this debt:

- **Recurring Deduction:** \$[Amount] per pay period.
- **Start Date:** [Date of first deduction].
- **End Date:** Until the total balance is paid in full.

I understand that if my employment terminates before the balance is paid in full, the remaining balance will be deducted from my final paycheck to the extent permitted by law.

I confirm that this authorization is voluntary and provided of my own free will.

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**Employee Signature**

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**Date signed**

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**Approved by (Employer Representative):**

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**Signature & Date**