Instructions For Disputing Payroll/Invoice Deductions

If you believe a deduction has been made in error, please follow the steps below to initiate a formal dispute:

1. **Review the Statement:** Identify the specific deduction code, date, and amount on your most recent statement.
2. **Gather Documentation:** Collect all supporting evidence (e.g., time logs, receipts, signed contracts, or prior email approvals) that proves the deduction is incorrect.
3. **Complete the Dispute Form:** Fill out the "Formal Deduction Dispute Form" attached to this document.
4. **Submit Your Request:** Send the form and all supporting documents to the Accounts/HR Department at [Email Address].
5. **Timeline:** Disputes must be submitted within [Number] business days of the statement date.

Deduction Dispute Form

Employee/Vendor Name: ____________________________

ID Number: ____________________________

Date of Deduction: ____________________________

Amount Disputed: ____________________________

Reason for Dispute:
[ ] Calculation Error
[ ] Unauthorized Deduction
[ ] Duplicate Deduction
[ ] Other: ____________________________

Detailed Explanation:
____
____

Signature: ____________________________ **Date:** ___________