

Incorporated Research Institutions for Seismology
DEDUCTION AUTHORIZATION

Completion Instructions

- Complete form to indicate various deductions from the employee's wages or other compensation.
- Sign and submit to payroll@iris.edu

Employee Printed Name

Post-Tax Deductions

Deduction Description	Check (if recurring)	Effective Date	End Date	Amount per Check
Parking				
Retirement Plan Loans <small>(must identify payment amount per paycheck)</small>				

Retirement Plan Contributions

Regular Salary Election	Check \$ or % (select only one)		Amount or % per Check
Pre-Tax Election	\$	%	
Pre-Tax Catch-up Elections	\$	%	
Roth Elections (after tax)	\$	%	
Roth Catch-up Elections (after tax)	\$	%	

Add any additional instructions or explanatory notes for payroll processing, if applicable:

I hereby authorize IRIS to make the above described deduction(s)/reduction(s) from my wages for each pay period designated above, or until this authorization is cancelled in writing. Any initial request or change to the deduction authorized will take effect within a reasonable period of time after the payroll specialist receives the completed form.

Employee Signature	Date Signed
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For admin use only:

Payroll	Date Processed
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