

Taxable Uniform Allowance & Payroll Deduction Authorization Form

EMPLOYEE INFORMATION

Employee Name

Employee ID

Department / Division

Job Title

UNIFORM ALLOWANCE & TAX DETAILS

Total Uniform Allowance Granted (\$)

Effective Date

Check here to acknowledge that this allowance is considered a taxable benefit and will be reported as taxable income on the employee's Form W-2 / tax statement, subject to applicable federal, state, and local tax withholdings.

PAYROLL DEDUCTION AUTHORIZATION (FOR COSTS EXCEEDING ALLOWANCE)

In the event that the cost of the ordered uniforms exceeds the allocated taxable uniform allowance, I hereby authorize my employer to deduct the remaining balance directly from my upcoming payroll disbursement(s).

Total Deduction Amount Authorised (\$)

Number of Pay Periods for Deduction

AUTHORIZATION & SIGNATURES

By signing below, I certify that I have read, understood, and agree to the terms of the taxable uniform allowance policy and, if applicable, the payroll deduction authorization as outlined above.

Employee Signature

Date

Payroll / HR Representative Signature

Date

For Payroll & HR Use Only • Retain Copy in Employee Personnel File