

PAYROLL WITHHOLDING SHEET

Employee IRA Contributions

Use this form to establish, modify, or terminate payroll deductions for contributions to your Individual Retirement Account (IRA). Please ensure all account details are accurate before submission.

EMPLOYER INFORMATION

Company Name: _____

Pay Period Start: _____

Pay Period End: _____

EMPLOYEE INFORMATION

Employee Name: _____

Employee ID: _____

Department: _____

IRA CONTRIBUTION DETAILS

IRA Type:

Traditional IRA Roth IRA

Financial Institution: _____

Account Number: _____

Routing Number: _____

WITHHOLDING INSTRUCTIONS

Action:

Start Deduction Change Deduction Stop Deduction

Amount per Pay Period: _____

Effective Date: _____

EMPLOYEE AUTHORIZATION

I hereby authorize my employer to withhold the amount specified above from my pay each pay period and transmit these funds to my designated IRA custodian. This authorization will remain in effect until I submit a written change or termination request.

Signature: _____

Date: _____

PAYROLL OFFICE USE ONLY

Processed By: _____

Date Processed: _____

Authorized Signature: _____

First Pay Date: _____

