

# Wage Deduction Request Form



I, \_\_\_\_\_, authorise Reay Enterprises Pty Ltd and  
*Insert Full Name*

it's associated entities to deduct \$ \_\_\_\_\_ from my wages.

**This deduction is to be on the following basis:** *(please tick the box)*

- Once – off deduction of total amount
- Fortnightly installments of \$ \_\_\_\_\_ until paid in full.

Deduction/s will commence as of pay week ending Sunday \_\_\_\_\_

**This deduction is for the following:**

\_\_\_\_\_  
\_\_\_\_\_

I understand that any deduction from my wages, other than a once-off deduction, will continue as per this instruction until such time as Reay Enterprises Pty Ltd and its associated entities are advised in writing to cease deductions from my wages.

I Authorise Reay Services Group to deduct the above specified amount from my wages.

Should I resign or am terminated from my employment I authorise Reay Services Group to deduct the remaining amount owing out of my final entitlements.

Signed: \_\_\_\_\_  
(Employee Signature)

Date: \_\_\_\_\_

## Office Use Only

Date Paid	Amount Paid (\$'s)	Balance Outstanding