

AUTHORIZATION TO MAKE "OTHER" DEDUCTIONS

I, _____, hereby acknowledge that I have previously authorized my employer, _____, to make the below described deductions which constitute contributions for certain benefits (see Section (d) on the attached list of Permissible Payroll Deductions) on wages earned while employed on the aforementioned projects.

These deductions were either: (1) voluntarily consented to in writing and in advance of my commencement of work on the aforementioned projects or (2) provided for in a bona fide collective bargaining agreement. (Please circle or underline (1) or (2) to indicate which scenario applies.)

I, _____ (please include name and title), hereby state that I pay or supervise the payment of this employee and certify that no profit or other benefit is otherwise obtained by the employer or any affiliated person in the form of a commission, dividend, or otherwise. I further certify that the deductions listed in Section A. of this Form serve the convenience and interest of the employee and consent to said deductions was not a condition either for the obtaining or continuation of his/her employment.

PROJECT NUMBER: _____
PROJECT NAME: _____
PROJECT LOCATION: _____
City County State

These deductions listed below are voluntary and are authorized for the identified purpose(s):

Table with 2 columns: Purpose of Deduction, Amount / Frequency of Deduction. Rows 1-5.

Employee Name (PRINT OR TYPE)

Witness

Employee Signature

Date

Employee Last 4 Digits of SSN.

Date

PERMISSIBLE PAYROLL DEDUCTIONS (29 C.F.R. §3.5)

The following payroll deductions may be made without requesting approval from the U.S. Department of Labor:

- (a) Any deduction made **in compliance with the requirements of Federal, State, or local law**, such as Federal or State withholding income taxes and Federal Social Security taxes.
- (b) Any deduction of **sums previously paid to the employee as a bona fide prepayment of wages** when such prepayment is made without discount or interest. A “bona fide prepayment of wage” is considered to have been made only when cash or its equivalent has been advanced to the person employed in such manner as to give him complete freedom of disposition of the advanced funds.
- (c) Any deduction of **amounts required by court process** to be paid to another, unless the deduction is in favor of the contractor, subcontractor, or any affiliated person, or when collusion or collaboration exists.
- (d) Any deduction constituting a contribution on behalf of the person employed to funds established by the employer or representatives of employees, or both, for the purpose of providing either from principal or income, or both, **medical or hospital care, pensions or annuities on retirement death benefits, compensation for injuries, illness, accidents, sickness, or disability, or for insurance to provide any of the foregoing, or unemployment benefits, vacation pay, savings accounts, or similar payments** for the benefit of employees, their families and dependents: *Provided, however, that the following standards are met:* (1) the deduction is **not otherwise prohibited by law**; (2) it is either: (i) **voluntarily consented to by the employee in writing and in advance** of the period in which the work is to be done and such consent is **not a condition either for the obtaining of or for the continuation of employment**, or (ii) **provided for in a bona fide collective bargaining agreement** between the contractor or subcontractor and representatives of its employees; (3) no **profit or other benefit is otherwise obtained**, directly or indirectly, by the contractor or subcontractor or any affiliated person in the form of commission, dividend, or otherwise; and (4) the deduction shall serve the **convenience and interest of the employee**.
- (e) Any deduction contributing toward the purchase of United States **Savings Bonds** when voluntarily authorized by the employee
- (f) Any deduction requested by the employee to enable him to **repay loans** to or to purchase shares in credit unions organized and operated in accordance with Federal and State credit union statutes.
- (g) Any deduction voluntarily authorized by the employee for the making of contributions governmental or quasi-governmental agencies, such as the American Red Cross.
- (h) Any deduction voluntarily authorized by the employee for the making of contributions to Community Chests, United Givers Funds, and similar charitable organizations.

- (i) Any deductions to pay **regular union initiation fees** and membership dues, not including fines or special assessments: *Provided, however,* that a collective bargaining agreement between employees provided for such deductions and the deductions are not otherwise prohibited by law.
- (j) Any deduction not more than for the **“reasonable cost” of board, lodging** or other facilities meeting the requirements of section 3(m) of the Fair Labor Standards Act of 1938, as amended, and Part 531 of Title 29, Code of Federal Regulations. When such a deduction is made, the additional records required under Section 516.25(a) of Title 29, Code of Federal Regulations, shall be kept.
- (k) Any deduction for the cost of safety equipment of nominal value purchased by the employee as his own property for his personal protection in his work, such as safety shoes, safety glasses, safety gloves, and hard hats, if such equipment is not required by law to be furnished by the employer, if such deduction is not violative of the Fair Labor Standards Act or prohibited by other law, if the cost on which the deduction is based does not exceed the actual cost to the employer where the equipment is purchased from him and does not include any direct or indirect monetary return to the employer where the equipment is purchased from a third person, and if the deduction is either:
 - (1) Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of employment or its continuance; or
 - (2) Provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees.