

Payroll Deduction Authorisation Form

**Please email completed form and scan back signed form to payroll;
payroll@hindmanagement.com**

I _____, hereby authorise my employer Hind Management to deduct the cost of my personal dry-cleaning from my wages as per current agreed staff price list (currently Sparkle Dry-cleaning).

I understand that dry-cleaning is optional and a voluntary benefit available to me at support office, by sending items for dry-cleaning the full cost of the service will be recovered (once per month) The calculation for service will be on the basis of dry-cleaning dockets and dry-cleaning company invoice assigned by staff ID, recovered via payroll deductions from my salary/wages.

I understand I must correctly complete a docket for each drop off, using a reusable bag, leave items in collection area, clearly writing my **employee ID** on the dry-cleaning docket, 1 copy of docket in the clothing bag for the cleaners, 1 copy kept on a clipboard in support office for accounts to ensure correct deductions are made.

Deduction Code on payslip: personal drycleaning

Amount: cost of dry-cleaned items processed in the month prior, prices below (subject to change).

Staff prices as of Feb 2021.

Drycleaning

<u>Category</u>	<u>Item</u>	<u>Price (GST incl.)</u>
Drycleaning	Coat	\$12.00
Drycleaning	Trousers	\$4.50
Drycleaning	Sweater	\$6.00
Drycleaning	Jacket	\$4.50
Drycleaning	Shirt	\$4.50
Drycleaning	Suit - 2 pce	\$9.00
Drycleaning	Tie	\$2.50
Drycleaning	Dress	\$6.00
Drycleaning	Skirt	\$4.50
Drycleaning	Belt	\$0.00
Drycleaning	Blouse	\$6.00

Signature: _____

Date: _____

Employee ID number: _____

Updated Jan 2021
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