



Texas Wage Deduction Authorization Form Pack

Written authorization forms for equipment, overpayments, and advances — built for the Texas Payday Law's written-consent requirement.

WHAT THIS HELPS YOU DO

Use this form pack to put lawful, written employee authorizations in place before any wage deduction is taken, so a routine payroll adjustment never becomes a Texas Payday Law violation.

WHEN TO USE THIS DOCUMENT

- Before deducting for equipment, uniforms, tools, or company property
- When recovering a payroll overpayment
- When an employee requests or repays a wage advance
- At hire, when issuing property the employee may later owe for
- Before final payroll for a separating employee with outstanding items

WHAT THIS DOCUMENT HELPS PREVENT

- Wage claim exposure from deductions taken without written authorization
- Deductions that drop a nonexempt employee below minimum wage
- He-said-she-said disputes over verbal repayment agreements
- Final checks held hostage over unreturned property
- Inconsistent deduction practices across supervisors and departments

Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.

BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

Have it	Input	Notes / Location
<input type="checkbox"/>	Employee name and role	
<input type="checkbox"/>	Date of incident, request, or separation	



Have it	Input	Notes / location
<input type="checkbox"/>	Supervisor involved	
<input type="checkbox"/>	Policy or handbook section that applies	
<input type="checkbox"/>	Prior documentation on file	
<input type="checkbox"/>	Pay records, if applicable	
<input type="checkbox"/>	Relevant emails, texts, notes, or complaints	
<input type="checkbox"/>	Decision-maker name	
<input type="checkbox"/>	Deadline, if applicable	



AUTHORIZATION FORM PACK

This pack contains a deduction selector, three authorization forms, and an approval record. Complete only the forms that match the deduction type, and keep signed originals in the payroll file.

Step 1 — Identify the Deduction Type

Applies	Deduction type	Form to complete
<input type="checkbox"/>	Company property: equipment, uniforms, tools, devices, keys, badges (Form A + B)	
<input type="checkbox"/>	Payroll overpayment recovery (Form A + C)	
<input type="checkbox"/>	Wage advance or loan repayment (Form A + D)	
<input type="checkbox"/>	Other lawful purpose authorized by the employee in writing (Form A)	
<input type="checkbox"/>	Court-ordered or legally required deduction (no employee authorization needed — document the order)	

Form A — General Wage Deduction Authorization

Employee name	
Job title / department	
Deduction description and lawful purpose	
Total amount to be deducted	
Per-paycheck amount and number of pay periods	
First deduction date	

Form A — Authorization Language

I authorize [Employer] to deduct the amount(s) described above from my wages, including my final paycheck if my employment ends before repayment is complete, for the lawful purpose stated. I understand this authorization is voluntary, that I may not be required to sign it as a condition of receiving wages already earned, and that no deduction will reduce my pay below the applicable minimum wage or cut into required overtime compensation. I may revoke this authorization for future deductions in writing, except for amounts already owed under a separate agreement.

Role	Name / signature	Date
Employee signature		



Role	Name / signature	Date
Employer representative		
Date received by payroll		

Form B — Equipment / Property Issue Record

Complete at issue, not at separation. A deduction for unreturned property is only as strong as the record showing the employee received it.

Item issued	Date issued	Condition	Replacement cost	Returned? (date/condition)

Form C — Overpayment Recovery Agreement

Pay period(s) in which overpayment occurred	
Cause of overpayment	
Gross amount overpaid	
Repayment schedule agreed with employee	
Payroll correction reference	

Form D — Wage Advance Repayment Agreement

Advance amount and date issued	
Reason for advance (optional)	
Repayment amount per pay period	
Final repayment date	
Balance due if employment ends early	



Limits and Approval Record

Confirmed	Limit check	Notes
<input type="checkbox"/>	Signed written authorization is on file before the first deduction	
<input type="checkbox"/>	Deduction will not take a nonexempt employee below minimum wage for items that benefit the employer	
<input type="checkbox"/>	Deduction does not cut into required overtime pay	
<input type="checkbox"/>	Deduction schedule is documented and matches payroll setup	
<input type="checkbox"/>	A person with authority approved the deduction (not just the supervisor who wants it)	

Role	Name / signature	Date
Payroll setup by		
Approved by (decision authority)		

STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- The employee recently complained about pay, harassment, discrimination, safety, leave, or retaliation.
- The supervisor has no prior documentation.
- The decision is inconsistent with how similar cases were handled.
- The employee is on, or recently requested, protected leave.
- The issue involves pay, deductions, final wages, medical information, disability, pregnancy, injury, or protected activity.
- The decision will be visible to a board, council, funder, auditor, plaintiff attorney, or agency.

MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

Question	Your answer / where the proof is stored
What happened?	
When did it happen?	



Question	Your answer / where the proof is stored
Who observed or reported it?	
What policy, standard, deadline, or expectation applies?	
What decision was made?	
Who had authority to make the decision?	
What alternatives were considered?	
What risk was reviewed?	
What follow-up is required?	
Where is the proof stored?	

COMMON MISTAKES

1. Taking the deduction first and looking for authorization later.
2. Relying on a handbook acknowledgment instead of a specific, signed deduction authorization.
3. Deducting replacement cost for property with no record the employee ever received the item.
4. Recovering an overpayment in one lump sum that devastates a paycheck and triggers a complaint.
5. Ignoring the minimum wage floor when deducting for items that primarily benefit the employer.
6. Letting each supervisor negotiate their own verbal repayment deals.

WHAT TO DO NEXT

File signed originals in the payroll file, give the employee a copy, set up the deduction schedule in payroll exactly as authorized, and calendar a check on the final deduction date. If the employee separates mid-repayment, route the balance through the Texas Final Pay Decision Packet before touching the last check.

Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.

Call 210.446.8730 or email thomas@faulknerhrsolutions.info.



Before you process payroll, terminate, classify, deduct, or respond to a claim, get the decision reviewed.

Need help applying this to a real workplace decision?

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

If this document raised a risk flag, do not guess your way through the next step.

Call: 210.446.8730

Email: thomas@faulknerhrsolutions.info

Website: faulknerhrsolutions.info

DISCLAIMER

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.