**Withholdings and Deductions Policy**

COMPANY NAME Workers must be informed of the deductions and withholdings that apply to them on their payroll receipt, such as Social Security fees, IRS withholdings and which are themselves applied under the Law. Where a loan exists, the employee must also be informed of the deductions to be applied to him. This information assures the worker that no discounts are being applied to him outside of what is mandated by the Law.

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| ***Name***  General Manager  Date: MM/DD/YYYY |  |