

## 2023 Pre-Tax Payroll Deduction Authorization for Health (medical or dental) Insurance Premiums

All insurance premiums, including those for dependent coverage, are billed by the Diocese to the employer on the monthly benefits invoice. If an employee opts into a plan that exceeds the benefit policies of the employer, the employee can reimburse their employer through a recurring pre-tax payroll deduction. These funds are allocated to the employer on the semi-monthly payroll register and invoice total.

**Employee Name (last, first)** \_\_\_\_\_

**Social Security No. (last 4 only for existing employees)** \_\_\_\_\_

**Employer, City & Parish Code #:** \_\_\_\_\_

**Effective with first pay date of (specify mm/yy):** \_\_\_\_\_

These pre-tax deductions will stop with final paycheck of the year

By signing below the employee and employer agree to the pre-tax payroll deduction per paycheck in the amount of: \$ \_\_\_\_\_ **(E-1P)** to reimburse the employer for the employee's elected health benefits in accordance with the employer's 2023 annual benefits policies.

**I understand the insurance premium cost share policy set forth by my employer. I authorize deductions from my paycheck each pay period as indicated above.**

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

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**I confirm that the above named employee has received a copy of our benefits policy outlining the cost share for insurance premiums for plans selected.**

**Employer** \_\_\_\_\_ **Date** \_\_\_\_\_