



**HUMAN  
RESOURCES**

## **Payroll Deduction Authorization Fingerprint Processing Fees**

I authorize Washoe County to make a one-time payroll deduction in the amount of \$40.25 to cover the cost of the fingerprint background check required for all offers of employment per the *Washoe County Background and Reference Checks Policy and Procedures*. I understand this deduction will be automatically withdrawn from my pay in accordance with the provisions set-up for payroll deductions.

The \$40.25 deduction covers the \$27.00 State Fee + \$13.25 FBI Fee for processing LiveScan Electronically Submitted Prints.

I understand that my employment is contingent upon the results of the background check. A record of conviction will not necessarily bar you from employment. If employment is terminated due to the results of the background check the \$40.25 cost for the fingerprint background check will not be refunded.

If you have any questions, please contact your Department HR Representative, Supervisor, Department Head or Human Resources.

Name (print clearly): \_\_\_\_\_ EE#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

This form is to be returned with the employee's New Hire Documents and will be retained in the employee's file with Human Resources.