



Payroll Deduction Authorization Form

I have requested an advance from _____ . This advance is a loan, which I am fully obligated to repay. In consideration of the Company's decision to grant this request, I agree to repay the Company through payroll deductions. I hereby authorize the Company to withhold \$ _____ from my paycheck in _____ equal installments to repay the advance. The total amount deducted from my pay shall be equal to the amount of the advance. If my employment is terminated or I quit before this advance is repaid, I hereby authorize the Company to deduct the full amount I still owe the Company from my final paycheck, if allowed by law.

Employee's Signature

Date

Employee's Name (Print)