

TEAMWORKS

a Professional Employer Organization

4692 North 300 West Ste 150, Provo, Utah 84604

tel: 801-434-8900

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EMPLOYEE LOANS AND VOLUNTARY DEDUCTIONS

This form to be used to request automatic deductions for employees who have received advances/loans that are owed to their Company.

This form must be completed in its entirety before any deductions will be taken. *

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| Employee Name: |
| Department: (if applicable) |
| Company Name: |

Date of Request: _____ Payment for: _____

Reason for Request: Advance Loan Uniforms
 Other (specify) _____

Deduction Amount: \$ Per Pay Check

I, _____, hereby authorize Teamworks to deduct the amount stated above from each and every check, on behalf of _____ (Company).

I understand that this deduction will continue until further notice from myself and the Company.

Signature of Employment Supervisor Date

Signature of Employee * Date

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|---------------------------|
| TEAMWORKS USE ONLY |
| Date entered: _____ |
| Entered by: _____ |

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| * All deductions will continue indefinitely unless Teamworks is notified, in writing, at least 48 hours prior to the next payroll. |
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