

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

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Key HR to make deductions from my paycheck as below. In the event of termination of my employment, I understand that the entire amount immediately becomes due and payable and will be deducted from my final paycheck.

Total Repayment Amount: \$ \_\_\_\_\_

Reason for Loan or Deduction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount to be Deducted per Pay Period: \$ \_\_\_\_\_

Date Deductions Start: \_\_\_\_\_

Date of Final Deduction (if necessary): \_\_\_\_\_

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

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_