

PAYROLL DEDUCTION

Business Unit:

Choose an item.

Email completed form to APSHR@ascprop.com

I, [Click or tap here to enter text.](#), the employee, do hereby give [Choose an item.](#), hereafter "*the Company*", permission to deduct payments in the below Deduction/Due Schedule from my wages to repay for the below stated reason the amount of \$ [Click or tap here to enter text.](#) per the schedule below until the balance is paid in full.

DEDUCTION/DUE SCHEDULE

The total amount to be deducted from my wages to repay said amount will be \$[Click or tap here to enter text.](#). This will be repaid by automatic payroll deductions made by *the Company* on a weekly/bi-weekly basis according to the following schedule:

REASON

Overpayment ☐ Tool Purchase ☐ Benefit Collection ☐ Other ☐ [Click or tap here to enter text.](#)

WEEK	PAYROLL/DUE DATE	DEDUCTION/DUE AMOUNT	BALANCE DUE
1	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
7	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
8	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
9	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
10	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

EMPLOYEE ACKNOWLEDGEMENT OF WAGE DEDUCTION AUTHORIZATION

I, [Click or tap here to enter text.](#), the employee, acknowledges that on [Click or tap to enter a date.](#), I have read and understand this Employee Authorization for Wage Deduction/Due Schedule.

I acknowledge that I received, or are due, the monies described above in this Authorization, and I knowingly and voluntarily give permission to the *Company* to make deductions from my future paycheck(s) in accordance with the Deduction Schedule set forth herein. I further acknowledge this deduction is genuine and actual within the scope of my employment with the *company* and that said deduction is for my convenience and benefit.

If the amount of my last paycheck is insufficient to repay the balance in full, I will repay the Company the remaining balance in full within ten business days of today. I further agree to pay all costs of collection, court costs, and attorney's fees incurred by the Company in collecting any amounts I do not so repay.

X

X

EMPLOYEE[Click or tap to enter a date.](#)**ADMINISTRATOR**[Click or tap to enter a date.](#)