

## PAYROLL DEDUCTION

Choose an item.

Email completed form to [APSHR@ascprop.com](mailto: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			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### EMPLOYEE ACKNOWLEDGEMENT OF WAGE DEDUCTION AUTHORIZATION

I, \_\_\_\_\_, the employee, acknowledges that on \_\_\_\_\_, 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

CDate:

ADMINISTRATOR

Date: