

Payroll Authorization Form

Employee Name: _____

Client Name: _____

As part of my employment with _____, I understand that I may receive items that are the property of _____, and are temporarily issued to me for the purpose of my employment. These items may include, please check box(es) that apply:

<input type="checkbox"/>	Computer/Tablet	<input type="checkbox"/>	Tool(s)	<input type="checkbox"/>
<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>	Key(s)	<input type="checkbox"/>
<input type="checkbox"/>	PPE	<input type="checkbox"/>	Uniforms	<input type="checkbox"/>
<input type="checkbox"/>	Other Equipment:	<input type="checkbox"/>	*Loan/Advance:	\$
<input type="checkbox"/>	Other:	<input type="checkbox"/>		

Should any of these items not be returned upon termination (voluntary or involuntary), I understand my signature authorizes the Company to make a payroll deduction to cover the cost of replacement.

***Loan/Advance of Wages must complete this Section:**

I agree to have \$_____ deducted from each paycheck for _____ number of pay periods until \$_____ if repaid in full. I understand my signature authorizes the Company to make a payroll deduction to cover the cost of any unpaid loan/advance in the event of my termination.

My signature authorized eEmployers Solutions, Inc. to deduct the above stated amounts until the amount due to paid in full. In the event of a termination, voluntary or involuntary, I agree to have the remaining balance deducted from my final paycheck. Should my final paycheck not cover the full amount due, I agree to make payment arrangements with my employer within 7 business days of my termination.

Employee Signature

Date

eESI will follow any State/Federal Laws that may vary on the amount of money that can be deducted from an employee's paycheck; or Laws may state that no amount can be deducted from an employee's paycheck.