**PAYROLL DEDUCTION AUTHORIZATION AGREEMENT**

On \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signed a receipt indicating that I was given a copy of the Asset Recovery and Protection Policy, and the Equipment Custody and Use Agreement. Accordingly, I understand that equipment previously listed in the Equipment Custody and Use Agreement has been lost, damaged, stolen, or otherwise no longer usable and that I am now responsible for the replacement and/or cost of repair. The details of my chargeback are listed below:

***(Only if applicable):***

|  |  |
| --- | --- |
| What happened to the equipment? |  |
| Was a police report made? If yes, list report number and location of incident. |  |
| Did you report the damage and/or loss to the director or human resource representative within 24 hours as required by the Asset Recovery and Protection Program Policy? |  |

I hereby authorize the New Key School to make the following payroll deductions:

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Total Amount to be Charged Back**  | **How Many Payments?** |
| Cell Phone: Number: (  |  |  |
| Cell Phone Charger for Number: ( |  |  |
| Key(s) |  |  |
| Hard Hat(s) |  |  |
| Safety Vest(s) |  |  |
| Other Equipment: |  |  |
| Other Deduction(s) (describe – list separately): |  |  |

**TOTAL OF ALL DEDUCTIONS BY THE TIME FINAL PAYMENT IS RECEIVED: $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

FIRST DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**□ See additional deduction information attached**

I understand that these deductions will be made according to this schedule and must be changed in writing; however, if I separate from the company (either voluntarily or involuntarily), the remaining amount may be deducted from my final paycheck in accordance with state and federal rules and regulations. I further understand that failure to pay the above-indicated amount in full could result in disciplinary action up to and including termination.

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

PRINT NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

EMPLOYEE SIGNATURE DATE

**PAYROLL DEDUCTION AUTHORIZATION AGREEMENT (page 2)**

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NEXT DEDUCTION: $\_\_\_\_\_\_\_\_\_\_ will be deducted from my paycheck dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_