

PRECISE DOOR COMPANY

Employee Loan / Reimbursement Deduction Authorization

For employee loans, advances, training reimbursement obligations, or other amounts the employee has agreed to repay.

1. Employee Information

Employee Name	_____	Employee ID	_____
Position / Department	_____	Date	_____

2. Type of Obligation

☐ Employee Loan ☐ Payroll Advance ☐ Training / Education Reimbursement ☐ Other: _____

Original Amount	\$ _____	Date Incurred	_____
Description / Purpose	_____		

3. Repayment Terms

Payroll deduction: \$ _____ **Beginning pay date:** _____ **Frequency:** ☐ Each Paycheck ☐ Other: _____

Additional payments may be made at any time unless a separate written agreement states otherwise.

4. Authorization for Payroll and Final Paycheck Deduction

I voluntarily authorize Precise Door Company to deduct the repayment amounts described above from my wages, to the extent permitted by applicable law. This authorization applies to regular payroll deductions and, if my employment ends for any reason before the obligation is paid in full, I authorize Precise Door Company to deduct the unpaid balance from my final paycheck to the extent permitted by law. Any balance that cannot legally be deducted from my final paycheck remains due and payable to Precise Door Company under the applicable loan, reimbursement, training, advance, or other written agreement.

This authorization does not permit deductions prohibited by law and does not waive any employee rights under applicable wage-and-hour laws.

5. Employee Acknowledgment

I acknowledge that I have reviewed the amount and repayment terms above, had the opportunity to ask questions, and voluntarily agree to this repayment arrangement and deduction authorization. I understand that this form works together with any separate loan, training reimbursement, advance, or repayment agreement I sign with Precise Door Company.

_____ Employee Signature	_____ Date
_____ Company Representative / HR	_____ Date

Company Use Only: Attach supporting documentation and any separate loan or reimbursement agreement. Maintain with payroll/personnel records.