



## Employee Advance and Payroll Deduction Authorization

I, \_\_\_\_\_, hereby acknowledge On Trac, Inc./Windsor HR Services, Inc. and their subsidiaries, agents or assigns, (**hereinafter On Trac, Inc./Windsor HR Services, Inc.**) will make the following deductions from my payroll checks:

**Ongoing Deductions:**

Item _____	Amount _____
<input type="checkbox"/> Uniforms	\$ _____
<input type="checkbox"/> Cell Phone/Pager	\$ _____
<input type="checkbox"/> Other _____	\$ _____
<input type="checkbox"/> Other _____	\$ _____

**Periodic Deductions:**

Deduction Amount per pay period	Number of pay periods
\$ _____	_____

**Comments:**

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I understand that should my employment cease at any time and for any reason **On Trac, Inc./Windsor HR Services, Inc.** may make deductions from my final paycheck in excess of the per pay period amounts above, as necessary and allowable by law, to recover any monies owed to **On Trac, Inc./Windsor HR Services, Inc.** as set out herein.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Dated