



**AUTHORIZATION FOR PAYROLL DEDUCTION**

I, Habitamu Asmare (employee's name), hereby authorize CMG (agency) to deduct \$ 10 (amount) on the next payroll 09-21-18 (date) for my lost or broken tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature [Signature] Date 09-18-18

Parts Specialist Signature [Signature] Date 9-18-18

Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_

