

Employee Loan Agreement

Return by fax: 317.469.4700 or scan and email to payroll@aspirecpas.com

SECTION 1	<p>Client Information</p> <p>Date: _____</p> <p>Company: _____</p> <p style="padding-left: 150px;">Name: _____</p> <p style="padding-left: 150px;">Address: _____</p> <p style="padding-left: 150px;">Loan Amount: \$ _____</p> <p style="padding-left: 150px;">Handling/Admin. Fee \$ _____</p>
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SECTION 2	<p>Repayment Agreement:</p> <p style="padding-left: 150px;">Deduction from payroll should be \$ _____</p> <p style="padding-left: 150px;">First deduction date: _____</p> <p style="padding-left: 150px;">Other instructions _____</p> <p style="padding-left: 150px;">_____</p> <p style="padding-left: 150px;">_____</p>
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SECTION 3	<p>Authorization:</p> <p>In the event Employee is terminated or resigns from employment with Company, Employee understands and agrees that any remaining loan balance will be deducted from any wages due and owed him by company including but not limited to payments owed for vacation or personal days.</p> <p>Client Signature: _____</p> <p>Employee Signature: _____</p>
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