



INTEGRATED BUSINESS SERVICES

EMPLOYEE DEDUCTION / LOAN AGREEMENT

Employer Name:

Employee Name: First: Last: MI:

EMPLOYEE DEDUCTION - Do not also record on timesheet as duplications will occur

Medical, Dental, 401k, Other checkboxes and input fields for Amount, Start Date, Per, and Pre-tax options.

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LOAN AGREEMENT - Do not also record on timesheet as duplications will occur

Loan Amount: Loan Date: Payroll Deduction: \$ Per: Loan Reason:

I agree to pay back the full amount listed above to my Worksite Employer or Innovative Employer Solutions. I agree to the above payroll deductions until the loan or advance is paid in full.

In the event that my employment is terminated, suspended, or I go on a leave of absence during the term of this note, I agree that the balance outstanding will become due immediately and I authorize the deduction of that balance from my paycheck.

I further agree to pay all costs of collection, including reasonable attorneys' fees and costs, my Employer incurs in attempting to collect any portion of this debt, whether or not suit is brought, should I fail to fulfill my responsibilities regarding this agreement.

Employee Signature Printed Name Date

Supervisor/ Witness Signature Printed Name Date

Please fax to Innovative Employer Solutions at (727) 323-7999. Thank you.