**Official Employee Loan Agreement**

Company Name And Address:

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Employee Name And Address:

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1. The Employee hereby acknowledges a debt to the Employer/Company in the amount of

($ ) for the following reason(s):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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2. The Employee hereby authorizes the Employer/Company to deduct the amount of

from

($ ) per paycheck from the Employee's payroll starting

20 until the amount is paid in full.

3. The Employee further agrees that the entire outstanding amount will be deducted from the Employee's paycheck upon resignation or termination of employment with the Employer/Company.

Signed in the month of \_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_\_ day of 20\_\_\_.

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_