

MEMCO AUTHORIZATION FOR DEDUCTIONS

I _____, do hereby authorize my employer, MEMCO, to deduct from my regular paycheck(s) any amounts of money paid by my employer, or that my employer allows me to charge to it, for my personal use and/or on my behalf. Deductions may be made for items which include, but are not limited to the following:

- Bus tickets or passes
- Parking permits
- Personal telephone charges
- Personal fax charges
- Office supplies for personal use
- Cash advances not filed on an expense report
- Monies paid to me for time spent testing for competency in a trade
- Monies paid to me for time spent becoming certified in a trade
- Monies paid to me for time spent participating in orientation

I further authorize my employer to deduct from my regular paycheck(s) any sums of money that have been over-paid to me by my employer due to mistake, inadvertence or otherwise. If I quit or am discharged from my employment and I owe my employer money for any reason, I authorize my employer to deduct from my final paycheck any amount of money that I owe for any reason, including but not limited to those stated above.

EMPLOYEE _____

DATE _____

WITNESS _____