FCBI Company Uniform Program
Payroll Deduction Authorization

Fill in all information below:

LAST, First, Middle

Step 1:

Employee Name

Employee Identification Number (EIN)   E

Employee RC Number   RC

Location (Branch or Department)   (autofilled)

Contact Phone Number

Work Phone   Home/Cell Phone

Step 2:   **Please read carefully and indicate your agreement by signing below.**

Under the Company Uniform Program, I hereby request and authorize my employer (the Company) to issue a uniform purchase advance from my future earnings to me in an amount divisible equally by $20.00 and not to exceed $140.00.

This advance will be paid to me as an addition to my regular payroll, and will be re-paid to the Company by automatic deduction from future compensation in equal amounts of $20.00 over one to seven (1-7) consecutive pay periods.

(Note: All applicable taxes and deductions, including profit sharing elections, will be withheld on the amount of the advance at the time it is paid out. The $20.00 repayments will not be taxed.)

Total amount of request:

Payment amount (automatic):

Number of pay periods (automatic):

I further agree that, in the event of termination of my employment with FCBI for any reason, I authorize the Company to deduct from my final check the balance due on this advance.

Step 3:

DATE   Employee Signature

Step 4:   **Send this form to Payroll via one of the following methods:**

- Interoffice envelope to "Payroll" at location "Finance"
- Print or scan to Adobe Acrobat and e-mail file to Payroll@fcserv.com
- Fax to Cisco extension 11289 or 254-519-1289 ATTN: Payroll

Step 5:   **Place order**

FOR PAYROLL USE ONLY:

Entered into Payroll System by:

On date:

PDA.v.070307