

# *Deductions from Payroll*

## **Acknowledgment and Agreement**

I acknowledge that during my employment with Sunland Group, I may need to utilize certain benefits the Company provides, such as permitted deductions for payment of my insurance premiums or child support, use of Company owned cellular and office telephones for personal, non-business related long distance telephone calls, use of advanced Personal Time Off (PTO) before accrual, salary advances, and education assistance in the form of tuition and registration reimbursement, etc. In addition, I understand that during my employment with Sunland Group, I may be entrusted with toll tags, building security name tags, building access keys, cellular phones, as well as other Sunland Group property and equipment.

I further acknowledge that, in accordance with Sunland Group's Policies and Procedures, a copy of which I have received and read, I may be required to reimburse Sunland Group for costs and expenses incurred by Sunland in connection with any or all of the above-stated benefits or items that I have utilized for personal business, or which were lost, stolen, misplaced or damaged, or which I fail to return upon termination of my employment with Sunland.

As such, I hereby recognize Sunland Group's right and authorize it to deduct from my wages all costs and expenses incurred by Sunland in connection with my insurance premiums or child support payments, my personal use of Company cellular or office telephones for non-business related long distance telephone calls, advancements of PTO before accrual, payroll advances, educational tuition, registration or fee reimbursements, and replacement of toll tags, building security name tags, building access keys and other Sunland Group property or equipment.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Employee Signature

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Printed Name