



4756 Hwy. 377 South  
Ft. Worth, TX 76116

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## Authorization for Payroll Deductions

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I authorize Aviation Personnel to make a payroll deduction at any time for any charges the company has incurred, including, but not limited to, the following:

- Phone Charges (personal phone charges to a company phone number, hotel room or calling card).
- Hotel Charges (bar tabs, restaurant charges, movies, room services, etc.)
- Damages to Company Property (rental or company cars, computers and road kits.)
- Loss of Company Property (rental or company cars, corporate apartments, hotel rooms, tools, pagers, cellular phones, fax machines, computers, security badges, paycards and road kits.)
- Any accidental overpayment to employee's paycheck due to clerical error.
- Outstanding advances / outstanding advances that have not been paid back in a timely manner
- Uniform charges knowingly ordered while on a job assignment.

In addition, I understand that any Travel Pay (if applicable) received on an assignment is repayable if such assignment ends before working for 30 continuous days.

Furthermore, upon voluntary termination, within 30 days of employee's employment with Aviation Personnel, employee authorizes the company to withhold the amount of one hundred dollars (\$100.00) from any wages or other monies due to employee, to cover the cost of background checks, drug testing, etc.

Finally, if my employment terminates for any reason, any amounts owed will be deducted from my last paycheck.

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Employee Signature

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Printed Name

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Date