



Employee Advance Agreement

Client Company Name: _____

Employee Name: _____

Employee SSN: _____

Amount Advanced to Employee: _____ Date: _____

Date Advance Payback is to Begin: _____

Amount to be Deducted Per Pay Period for Payback of Advance: _____

I, the undersigned Employee, agree that the amount stated above will be withheld from my paycheck/direct deposit each pay period by Matrix Employee Leasing to pay back the Amount Advanced to me by Client Company. If my employment with Matrix Employee Leasing and/or Client Company named above is terminated for any reason, I understand that the unpaid balance of the Amount Advanced to me will be withheld from my last paycheck/direct deposit, and that if my paycheck/direct deposit is insufficient to pay the unpaid balance in full, that I will immediately pay Client Company and/or Matrix Employee Leasing the unpaid balance.

Employee Signature: _____ Date: _____

Client Company: _____ Date: _____
(Signature of Authorized Client Company Representative)

Print Name of Client Company Representative: _____