

Opt In – Payroll Transition Week– Payroll Loan/Advance

This form must be returned to Payroll for processing no later than **25 February 2019**.

Name:

Payroll Number:

Dealership:

Position:

I the undersigned want to opt in to be paid a make up pay for the Payroll Transition Week pay on 27 March 2019. I understand that the make up pay is a loan from the company and I will need to pay it back in equal instalments over the 6 pay periods after the Transition Week.

I authorise the company to deduct the 6 payments from my weekly pay for the 6 pay periods following 27 March 2019. I agree that should my employment terminate for any reason prior to the full amount being paid back to the company, the remaining balance will be deducted from my termination payment or any commission/bonus which may be payable after the termination date.

Employee Signature:

Date: