

**Multi-Line****DEDUCTION AUTHORIZATION FORM**☐ For Deduction☒ For TEIS/AR

NAME <u>ARNEL CRUZ</u>	EMPLOYEE ID NO.	DEPARTMENT <u>PIO</u>	DATE <u>02/27/24</u>	DAF NO. <u>0247</u>
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I hereby authorize the company MULTI-LINE BUILDING SYSTEMS, INC. to deduct the following for the purposes indicated below:
(State your FULL COMPANY Name)

DEDUCTION DETAILS**DEDUCTION PURPOSE**

1 set - TL-0068 ELECTRIC DRILL W/ HAMMER (MULTI)
1 pc - TL-0830 EXTENSION CORD REEL TYPE - 50 METERS

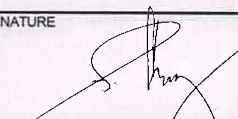
AMOUNT IN WORDS**AMOUNT IN FIGURE****PAYMENT DETAILS****CHARGED TO**☐ Salary☐ Commissions☐ Others _____**FOR DEDUCTIONS CHARGED TO SALARY, FILL THE DETAILS BELOW**Terms of payment: ☐ Full ☐ Installments
No. of months: _____Schedule of deduction: ☐ Monthly ☐ Bi-Monthly**FOR DEDUCTIONS CHARGED TO COMMISSIONS, FILL THE DETAILS BELOW**Terms of payment: ☐ Full ☐ Installments

Minimum amount to be deducted: _____

START OF DEDUCTION

I understand and acknowledge that the authorized deductions will be made on a monthly or bi-monthly basis.

In the event that my employment ends for any reason, and the outstanding amount herein has not yet been fully deducted, I agree that any remaining balance shall be deducted from my final pay. Furthermore, if my final pay is insufficient to cover the remaining balance, I acknowledge and consent that the company shall have the right and remedies to collect the remaining balance by any lawful means available to them.

PRINTED NAME <u>ARNEL CRUZ</u>	SIGNATURE 	DATE <u>02/27/24</u>
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Please return this signed authorization form to the HR Department. If you have any questions or require additional information, please contact the HR Department or your supervisor.

Note: This authorization form remains valid until revoked in writing by the employee or until further notice.

NOTED BY _____ HR MANAGER	RECEIVED BY _____ HR ASSISTANT	DATE RECEIVED _____
REMARKS 		
ACKNOWLEDGED BY _____ PAYROLL PERSONNEL	ACKNOWLEDGED BY _____ ACCOUNTING PERSONNEL	

Note: HR Department (White), Employee (Pink), Payroll Department (Yellow)