

PAYCHECK, INSURANCE PREMIUM, AND EXPENSE ADVANCE AGREEMENT

Staff Force does not encourage advance of pay and/or expense, however does recognize that situations and occasions can arise that entail and require individual employee resources for the satisfactory performance of employment duties and activities. Staff Force also recognizes that personal circumstances beyond individual control may arise, and thus cause immediate and pressing financial need. Such situations and occasions may include unexpected expense associated with weather disasters, expense associated with death of family members, required “up front” medical expense, payments for medical premiums when absent from work, and other similar events not referenced herein.

Only as a last resort and resource (and upon request) when those occasions and events do arise, Staff Force Management will evaluate the circumstances and events that lead the employee to believe that such an expense and/or paycheck advance is necessary. It is anticipated that if, in the judgement of Management, an advance is deemed necessary then an amount determined by Management, is requested through the appropriate chain of command, and a check is issued for the advance. Advances, when required, are usually accomplished within 1 to 2 days.

For the purpose of these advances which are normally and usually made by check, it shall be the practice of Staff Force to deduct such advance from the next due paycheck after the date of the advance.

I acknowledge, as a employee of Staff Force, I understand that should any advance request be approved and provided in which the amount to be deducted will exceed the amount of successive paychecks, Staff Force shall have recourse to continue deducting from each paycheck the maximum possible, or other schedule determined by management, the amount of the pay until such advances are repaid. In the event of termination of employment, then it is understood that I will repay Staff Force the total of the advance due within 30 days of termination. I acknowledge that Staff Force can seek to recover the amount of the advance, attorney fees, interest, and the costs associated with the collection effort.

**STAFF FORCE, INC.**

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Officer Signature