



EMPLOYEE STOP-PAY AUTHORIZATION PAYROLL DEDUCTION ACKNOWLEDGMENT

I, _____, hereby acknowledge On Trac, Inc. / Windsor HR Services, Inc. and their subsidiaries, agents or assigns, (**hereinafter On Trac, Inc. \Windsor HR Services, Inc.**) will make the following deductions from my payroll checks: There will be a \$25.00 Stop pay fee deducted from the reissued check to replace check number _____ issued in the amount of _____ on check date _____.

Ongoing Deductions:

Deduct Item	Deduct Amount
_____ Uniforms	\$ _____
_____ Cell Phone	\$ _____
<input checked="" type="checkbox"/> Other: Stop Pay Fee	\$ <u>25.00</u>
_____ Other: _____	\$ _____

Periodic Deductions:

Deduction Amount per pay period	Number of pay periods
\$ 25	1 time from reissued check

Comments: _____

*I understand that a stop pay has been placed on check number _____ mentioned above. Should I come across this check in the future I am to immediately return it to Windsor HR services, Inc. In the event that I cash the above mentioned check; I will be responsible for reimbursing **On Trac, Inc.** and **Windsor HR Services, Inc.***

Signature: _____

Print full Name: _____

Date: _____