

Employee Assistance Fund

Request for Assistance

General Policy: Thompson Equipment has \$2,000.00 set aside for employees to use for financial emergencies. The maximum that any one employee may borrow at any one time is \$500.00. All loans are paid back within five bi-weekly pay periods through payroll deduction, beginning with the 1st pay period following this request. New loans will not be issued for two pay periods following final payment of last loan balance (no "back-to-back" loans).

Terms and Agreements

1. Thompson Equipment Company agrees to loan _____ the amount of \$_____. (**No more than \$500.**) As part of this agreement, the above mentioned employee agrees to repay Thompson at a rate of \$_____ per pay period beginning with the 1st payroll date following this request (or as soon as practical for the payroll processing to record the transaction) until paid in full. (**Payment must be completed in five (5) pay periods or less.**)
 2. Should the employment relationship terminate before the above mentioned employee has fully reimbursed the company for the loan amount, Thompson Equipment Co. reserves the right to deduct the full remaining amount of the loan from the employee's last paycheck.
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I have read the above loan terms and agree to repay the full amount mentioned above to Thompson Equipment Company. I also acknowledge that Thompson Equipment Company has the right to change the terms mentioned above should it become necessary. This includes but is not limited to deducting the full remaining balance from my last paycheck should our employment relationship terminate for any reason.

Employee _____ **Date** _____

Human Resources _____ **Date** _____