



TMF Center, Inc.  
EMPLOYEE PERSONAL TOOL PURCHASES  
USING PAYROLL DEDUCTION PLAN

GUIDELINES:

1. Total of employee's personal tool *balance* is limited to 5 days' pay, defined as *the lesser* of (a) the employee's average weekly paycheck *or* (b) 40 hours at employee's regular pay rate.
2. Weekly deduction amount will generally be 10 percent of total tool purchase, rounded up in \$5.00 increments, beginning the first paycheck after delivery of tools and until the employee's entire balance is paid in full. This deduction amount may be increased if the employee's tool balance increases. Minimum tool deduction is \$10.00. *Any exceptions to this policy will be at the discretion of management.*
3. Price of tools **will** include sales tax and may also include shipping, handling, and/or other additional charges necessary to acquire tools, which won't necessarily appear on the quote.
4. TMF Center reserves the right to deduct any and all outstanding tool balances at any time for tools not found on TMF Center property, and/or require immediate payment via means other than payroll deduction.
5. Special-order tools must follow TMF Center purchasing procedure and is subject to approval by employee's supervisor and plant manager.

By signing below, you authorize TMF Center, Inc. to make payroll deductions according to the above terms.

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

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Clock #

\_\_\_\_\_  
Hire Date

OFFICE USE ONLY:

Weekly Deduction Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

*NOTE; Your weekly deduction amount may be higher if you have an existing tool balance at the time of purchase.*

PLEASE ATTACH A COPY OF INVOICE OR PURCHASE ORDER FOR TOOLS PURCHASED, INCLUDING PRICES (AND ADDITIONAL CHARGES (i.e. Shipping and Handling) IF AVAILABLE).