



Advance Acknowledgment

I, _____, a **Infovision Technologies Inc** employee, acknowledge if accepting Advances while employed by *Infovision Technologies Inc*, I am liable for the value of the Advance. I further agree that Infovision Technologies will deduct this advance from my following paycheck.

Amount :

Previous Balance :

Date Issued :

How you want us to pay: Check Wire ACH Cash (please circle one)

If you want us to Pay Direct Deposit into your Account please provide the following Information:

Account Holders First Name:

Account Holders Last Name:

Bank's ABA routing number:

Account Number:

Infovision Technologies Inc, Employee Signature

Date

Infovision Technologies Inc, Manager Signature

Date

Note:

- 1) Advance can not be exceeded \$1000.00 unless employee provides reasonable explanation letter to Employee Relations.
- 2) InfoVision will issue maximum three times advance unless other wise employee is traveling on InfoVision works.
- 3) InfoVision will deduct this advance in upcoming payrolls as \$500.00 per payroll.
- 4) InfoVision will take 3 to 5 business days to process the advance request.
- 5) For more than \$1000.00 advance along with reasonable explanation letter provided by employee should be authorized by any director of InfoVision.
- 6) Expedited Next day direct deposit into employee's bank account will cost \$10.00 Bank fee.