

# Schneider Inc. and Subsidiaries

## Education/Tuition Deduction and Payment Program Agreement

The purpose of this form is for a company driver to authorize Schneider's Payroll Department to withhold and submit education/tuition deductions to approved suppliers (schools or lenders must be approved and appropriate setup complete by Accounts Payable prior to Payroll beginning deductions). This form cannot be used for Independent Contractor deductions.

### **Company Driver Associate Information (Please Print)**

Name: \_\_\_\_\_

Driver #: \_\_\_\_\_ Oracle #: \_\_\_\_\_

### **Deduction Data (Please Print)**

Amount you are authorizing Payroll to deduct each week = \$ \_\_\_\_\_ per week

# of weeks payroll is to deduct = \_\_\_\_\_

**Total amount due =** \_\_\_\_\_

### **Payment Data (who deduction is to be paid to)**

Lender Name: \_\_\_\_\_

Lender Remittance Address: \_\_\_\_\_

Lender Account/reference number: \_\_\_\_\_

### **Requirements:**

- Company Driver/Associate must be employed by Schneider on the day of deduction. If employment is terminated, the Driver is accountable for payments to Lender.
- Schneider will only deduct and remit to the Driver's Lender the amount provided or less if the Driver does not have funds available. If the Driver goes balance due, (meaning funds were not available to withhold a deduction), it is the Driver's responsibility to submit payment to the Lender. Schneider will not deduct back payments from a payroll check.
- This Agreement may be terminated at any time by the Driver or Schneider by submitting a request in writing to Payroll Services. Requests must be submitted at least one week in advance of next payroll date.

### **Approval**

***Driver Associate: By your signature, you agree to allow Schneider to withhold from your weekly paycheck the amount noted above, for the number of weeks noted above, and to submit what was withheld to the Lender on your behalf. You agree that you, as the borrower, are solely and ultimately responsible for payment(s) to the Lender. If funds are not available to be withheld by Schneider, a payment will not be made. If your employment with Schneider is terminated, whether voluntarily or involuntarily, you are liable to the Lender for any outstanding payments and/or loan amount. This Agreement may be terminated at any time by submitting a written request to Schneider Payroll Services.***

Driver Associate Name (please print): \_\_\_\_\_

Driver Associate Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**Send this signed and completed form to [DRBusinessSupportRequests@schneider.com](mailto:DRBusinessSupportRequests@schneider.com) or fax to DR Business Support at 920-403-8943. Forms must be received at least one week prior to the date the first payment is to be deducted from your paycheck. Forms not completed accurately or timely will not be processed.**