

PAY IT FORWARD REQUEST

Colleague to Complete			
Title		Full Name	
Job Role		Dealership	
Date Returned from Furlough		Amount Requested Up to £1,000 pro rata	
Colleague Signature		Date of Request	

The Company is offering an opportunity for colleagues who are returning to work from Furlough Leave, to apply for an interest free Pay It forward advance of pay, to provide a 'parachute' for colleagues who have received average earnings during furlough and may see a drop in take home pay during their initial return to work.

To Qualify:

- You must have returned from furlough leave within the last 30 days prior to the request.
- Only one application from each colleague will be accepted.
- You are not in your probation period.
- You do not have an active Disciplinary.

The Company may take existing deductions from pay into consideration when agreeing to this advance. The decision on whether to agree to this Pay It Forward request is entirely at the Company's discretion.

Once agreed, the Pay it Forward amount will be paid to you in the next available payroll run. Payroll cut off for this form is 15th of each month.

You agree repay the Pay It Forward amount requested over the next _____ months (up to a maximum of 4 months). Repayments will begin in the payroll month after the advance. You agree to the Company deducting the agreed monthly repayments from your pay until the Pay it Forward amount has been repaid in full.

By making a Pay it Forward Request you confirm and agree that if you leave employment, for whatever reason, any outstanding Pay it Forward amount will become immediately due and payable and you agree to the outstanding amount being deducted by the Company from any pay or other monies (including any accrued holiday pay) due to you. You further confirm and agree that in the event of any balance remaining outstanding after the termination of your employment, an interest rate of 1% per month shall apply to the outstanding balance from the date of termination of your employment until payment in full, with the Company reserving the right of recovery through a legal process if necessary.

Authorisation Process

Once you have completed all the relevant information above, please obtain authorisation from your Line Manager, General Manager and Franchise Director, and send this, along with the completed form to jo.moxon@marshall.co.uk