



OFFICE KEY HANDLING AGREEMENT

Tax Year: _____

I, _____, received the keys listed below. I agree that I will return the Key(s) to the Main Office at the end of the tax season, or when my employment with Jackson Hewitt is terminated (whichever is sooner). I also acknowledge that I'll be responsible to safe guard the key and will not make any duplicates. As a key holder, if I lose the key, I'll have to pay \$80 to get the locks changed.

Key Code (if applicable)	Office Number	Number of Keys Rcvd	Receiver Initials	Manager Initials

Receiver Signature: _____

Manager Signature: _____

Please Print Name: _____

Please Print Name: _____