



Request for Advance on Salary

Employee Name: _____

Date: _____

I, _____, request an advance payment of _____ on my salary to be paid on _____ as permitted by company policy.

Reason:

I agree to repay this advance as follows:

A lump-sum payroll deduction to be made from my salary on the first pay period immediately following the pay period from which this advance is made. I also agree that if I terminate employment prior to total repayment of this advance, I authorize the company to deduct any unpaid advance amount from the salary owed me at the time of termination of employment.

Employee signature: _____

Date: _____

Approved by:

Supervisor signature: _____

Date: _____