

SALARY LOAN FORM

FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME		CONTACT INFORMATION														
DEPARTMENT		DATE REQUESTED														
POSITION		AMOUNT REQUESTED														
PURPOSE OF LOAN	<table border="1"> <thead> <tr> <th colspan="2">FINANCIAL INFORMATION</th> </tr> </thead> <tbody> <tr> <td>MONTHLY SALARY: _____</td> <td rowspan="4"> SUPPORTING DOCUMENTS <input type="checkbox"/> LATEST PAY SLIP <input type="checkbox"/> BANK STATEMENT <input type="checkbox"/> OTHERS (please specify: _____) </td> </tr> <tr> <td>OTHER INCOME: _____</td> </tr> <tr> <td>MONTHLY EXPENSES: _____</td> </tr> <tr> <td>OUTSTANDING LOANS/DEBTS: _____</td> </tr> <tr> <td colspan="2"> <input type="radio"/> Debit _____ <input type="radio"/> Check _____ <input type="radio"/> Cash _____ </td> </tr> <tr> <td></td> <td>REPAYMENT START DATE</td> <td>REPAYMENT END DATE</td> <td></td> </tr> </tbody> </table>			FINANCIAL INFORMATION		MONTHLY SALARY: _____	SUPPORTING DOCUMENTS <input type="checkbox"/> LATEST PAY SLIP <input type="checkbox"/> BANK STATEMENT <input type="checkbox"/> OTHERS (please specify: _____)	OTHER INCOME: _____	MONTHLY EXPENSES: _____	OUTSTANDING LOANS/DEBTS: _____	<input type="radio"/> Debit _____ <input type="radio"/> Check _____ <input type="radio"/> Cash _____			REPAYMENT START DATE	REPAYMENT END DATE	
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	RECOMMENDED BY	APPROVED BY														
Employee's Signature <i>(Signature over Printed Name)</i> DATE SIGNED:	RACHEL CARTAGENA Finance & Accounting Director DATE SIGNED:	PRESIDENT / VICE-PRESIDENT / COO DATE SIGNED:														
Employment agreement: I am authorizing this voluntary payroll deduction from my payroll. In the event my employment ends for any reason before the final deduction is made, the entire balance may be deducted from my final wages.																
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