



Employee Advance payroll

I, _____, request an advance payment of _____ on my wages/salary to be paid on _____ [date] due to _____ [reason for request] as permitted by company policy.

I agree to repay this advance as follows (select one):

____ One lump-sum payroll deduction to be made from my wages/salary on the first pay period immediately following the pay period from which this advance is made.

____ By _____ [number] equal deductions from the next _____ [number] paychecks 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 wages/salary owed me at the time of termination of employment.

Employee signature: _____

Date: _____

Approved by:

Supervisor signature: _____

Date: _____

Owner/President signature: _____

Date: _____