



Advance on Wages/Salary

Employee _____ Date _____

I, _____, request an advance payment of \$ _____ on my wages/salary payable on the payroll date of _____. If this request is approved, I would like to receive this advance by _____.

I agree to repay this advance through either: 1) one payroll deduction to be made from wages/salary payable the first pay period immediately following the pay period from which this advance is made or: 2) from # _____ equal deductions from the next # _____ pay periods 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 any wages/salary owed me at the time of termination of employment.

Employee signature:

_____ Date: _____

Approved by:

_____ Date: _____

Supervisor/Manager

_____ Date: _____

Human Resources Manager/Director