**Payroll: Salary/Wage Advance Form**

Name of 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:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountant date

**Authorized by**

Manager date