

# 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:

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:**

\_\_\_\_\_  
Supervisor/Manager

Date