



# Payroll Salary Advance Request Form

Faculty and Administrators: You may request a salary advance only in emergency circumstances that require you to secure funds on short notice. Salary advances are repaid through one payroll deduction from your next paycheck immediately following issuance of the advance and typically are no more than 25% of your net income (take home pay) for that pay period.

I, \_\_\_\_\_, request an advance payment of \_\_\_\_\_  
(Print employee name) (Amount)

on my wages/salary payable on the payroll date of \_\_\_\_\_.  
(Next pay date)

If this request is approved, I understand I will receive this advance from the Accounts Payable Office normally within 7 business days.

I agree to repay this advance through one payroll deduction from my next paycheck immediately following the date in which the advance request is made.

I also agree that if I terminate employment prior to the repayment of this advance, I authorize Vassar College to deduct any unpaid advance amount from any wages/salary owed me at the time of termination of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return the completed form to the Payroll Office: Mail to Box 12 or scan and email to payroll@vassar.edu.*

## For Office Use Only:

Percentage of Net Amount

Comments

## Salary Advance Approvals:

Payroll Manager/Designee

Date

Controller/Designee

Date

Assoc. V.P. for Human Resources/Designee

Date