

Salary Advance Request Form Template

Employee Details

- Employee Name: _____
- Employee ID: _____
- Department: _____
- Position: _____

Advance Details

- Amount Requested: \$ _____
- Reason for Advance:

- Repayment Plan:

Approval

- Supervisor's Signature: _____ Date:

- Finance Department Approval: _____ Date:

Employee Agreement

- I agree that the amount requested will be deducted from my future paychecks according to the repayment plan specified above.

- **Employee Signature:** _____ **Date:**

Comments

- **Additional Information or Comments:**
