

# Payroll Advance Form SHRM

Title: SHRM Payroll Advance Form

## Section 1: Personal Information

- Full Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Position: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

## Section 2: Request Details

- Amount of Advance: \_\_\_\_\_
- Purpose of Advance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 3: Repayment Plan

- Total Amount to be Repaid: \_\_\_\_\_
- Repayment Start Date: \_\_\_\_\_
- Repayment End Date: \_\_\_\_\_

## Section 4: Management Approval

Manager Name	Manager Signature	Approval Date
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____

### Section 5: Employee Consent

- I agree to the terms and conditions of the payroll advance.
- Employee's Signature: \_\_\_\_\_
- Date: \_\_\_\_\_