

Payroll Advance Form Template

Title: Payroll Advance Request Form

Section 1: Employee Information

- Full Name: _____
- Employee ID: _____
- Department: _____
- Contact Number: _____
- Email Address: _____

Section 2: Advance Details

- Amount Requested: _____
- Reason for Advance: _____

Section 3: Repayment Schedule

- Number of Installments: _____
- Amount per Installment: _____
- First Installment Date: _____

Section 4: Authorization

Approver Name	Approver Title	Signature	Date
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 5: Employee Agreement

- I understand and agree to the repayment terms outlined above.
- Employee's Signature: _____
- Date: _____