

Salary Advance Request Form

Employee Name

Enter full name

Employee ID

Employee ID

Position/Title

Department

Date of Request

Advance Amount Requested

Reason for Advance

Provide a brief reason

Repayment Plan

e.g. Deduct from next salary

Expected Repayment Date

Signatures

Employee Signature / Date

Supervisor / Manager Signature / Date

HR/Finance Approval / Date

Important Notes:

- The salary advance is subject to company approval and policy.
- Providing false information may result in disciplinary action.
- The advance amount will typically be deducted automatically from future salary payments.
- Approval is not guaranteed and depends on company discretion.
- Retain a copy of this completed form for your records.