

# Payroll Advance Request Form

Employee Name

Employee ID

Department

Position

Request Date

Advance Amount (Currency)

Purpose/Reason for Advance

Repayment Plan

Other Repayment Details

Requested By	Reviewed By (HR)	Approved By (Manager/Director)
Date: Name: Signature:	Date: Name: Signature:	Date: Name: Signature:

## Important Notes:

- Payroll advances are subject to company policies and management approval.
- All advances will be deducted as agreed in the repayment plan.
- Supporting documentation or justification may be required with this form.
- Submitting this form does not guarantee approval of the requested advance.
- Misuse or false information may result in disciplinary action.