

Salary Loan Application Form (Payroll)

Personal Information

Full Name

Employee ID

Department

Designation

Contact Number

Email Address

Loan Details

Loan Amount Requested

Preferred Repayment Period (months)

Purpose of Loan

Payroll Bank

Remarks (Optional)

Authorization & Undertaking

I hereby apply for a salary loan as stated above and authorize the payroll department to deduct the monthly loan repayment from my salary. I declare that all information provided is true and correct to the best of my knowledge.

Applicant's Signature

Date: _____

HR/Payroll Approval

Date: _____

Important Notes

- Ensure all fields are filled accurately and completely before submission.
- Attach supporting documents (e.g., payslips, bank statements) if required by your employer.
- Review your company's loan policy for eligibility, interest rates, and repayment terms.
- Salary loan repayments will be automatically deducted from your payroll according to the agreed schedule.