

SALARY ADVANCE REQUEST FORM

Employee Information

Employee Name

Employee ID

Department

Position

Date of Request

Advance Details

Amount Requested

Reason for Advance

Repayment Plan

Number of Installments

Deduction Start Date

Employee's Signature

Date

For Office Use Only

Approved By

Designation

Signature

Date

HR Department

Accounts Department

Important Notes:

- Salary advance is subject to company policies and approval.
- All requested information must be completed before submission.
- Repayment will be deducted automatically from future salary payments.
- Misrepresentation of information may result in disciplinary action.
- Ineligible or incomplete forms will not be processed.