

Simplified Payroll Advance Application

Employee Name:

Employee ID/Number:

Department:

Position:

Advance Request Details

Requested Advance Amount:

Reason for Advance:

Proposed Repayment Date:

Employee Signature:

Employee to sign here

Date:

Approval

Approved By:

Approval Date:

Important Notes

- Payroll advance requests are subject to company policies and approval.
- Only one outstanding payroll advance may be allowed at any time.
- Repayment will be automatically deducted from future payroll as per agreement.
- Providing false information may result in disciplinary actions.
- This form does not guarantee approval; management reserves the right to decline any request.