

Standard Salary Advance Request Form

Employee Name

Employee ID

Department

Position

Date of Request

Advance Amount Requested

Reason for Salary Advance

Proposed Repayment Period

e.g. 2 months

Month To Be Deducted

e.g. May 2024

Authorization

Employee Signature

Date

Signature

Supervisor/Manager

Date

Important Notes:

- Salary advance requests are subject to company policy and approval.
- Advances will be deducted from future salary payments as agreed upon.
- Supporting documentation may be required for certain types of requests.
- Incomplete forms may result in delays or rejection of the advance request.