

# Standard Salary Advance Request Form

Employee Name

Employee ID

Department

Position

Date of Request

Advance Amount Requested

Reason for Salary Advance

Proposed Repayment Period

Month To Be Deducted

## 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.