

# Salary Advance Deduction Statement

Employee Name: Jennifer Smith  
Employee ID: 00453  
Designation: Accounts Officer  
Department: Finance  
Statement Date: 22 June 2024

## Advance Details

Advance Amount: \$2,000  
Advance Date: 2 June 2024  
Repayment Start: June 2024 Payroll  
Repayment Term: 4 months  
Monthly Deduction: \$500

## Deduction Schedule

Month	Deduction Amount	Outstanding Balance
June 2024	\$500	\$1,500
July 2024	\$500	\$1,000
August 2024	\$500	\$500
September 2024	\$500	\$0

Prepared By: Susan Lee (HR Officer)  
Signature: \_\_\_\_\_

## Important Notes

- This statement documents the repayment schedule for a salary advance and must be retained for both employee and HR records.
- Deductions are automatic and appear in the monthly payroll until the advance is fully settled.
- No further advances shall be granted until previous advances are cleared unless approved by management.
- Employees should review and confirm the deduction schedule; discrepancies must be reported promptly.
- This document does not replace the original advance approval paperwork.