Checklist of Components in Salary Advance Forms

Form Details

1. Employee Name
2. Employee ID/Number
3. Department/Designation
4. Date of Application

Advance Request Details

5. Amount Requested
6. Reason for Advance
7. Proposed Repayment Period

Declarations & Approvals

8. Employee Declaration/Signature
9. Supervisor/Manager Approval
10. HR/Finance Department Approval

Repayment Arrangement

11. Repayment Start Date
12. Repayment Deduction Per Pay Period

Supporting Documents

13. Attached Evidence (if applicable)

Important Notes

- Ensure all information is complete and accurate before submission.
- Salary advance requests are subject to company policies and approval.
- Incomplete or unsupported requests may result in processing delays.
- Maintain confidentiality of all employee financial information.