

## DECLARATION

I hereby declare that the information provided in this Salary Advance Form is true and correct to the best of my knowledge and belief. I understand that any false or misleading information may result in the rejection of my request and/or disciplinary action. I agree to comply with all company policies regarding salary advances, and authorize payroll deductions as required for repayment of the advance.

## SIGNATURE

Employee's Signature

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Date: \_\_\_\_\_

Manager/Supervisor's Signature

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Date: \_\_\_\_\_

HR/Finance Authorization

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Date: \_\_\_\_\_

### Important Notes:

- This form must be completed in full before submission.
- Salary advances are subject to company approval and policies.
- Repayment terms will be communicated and agreed prior to disbursement.
- Keep a copy of this document for your records.
- Misrepresentation may result in disciplinary action and/or legal consequences.