

# Salary Advance Deduction Statement

Employee Name:	John Doe	Employee ID:	EMP-10032
Department:	Finance	Designation:	Accountant
Date of Statement:	2024-06-21	Advance Reference No.:	ADV-2024-58

## Advance Details

Advance Amount	Date Granted	Total Deductions to Date	Remaining Balance
\$2,000.00	2024-05-15	\$1,000.00	\$1,000.00

## Deduction Schedule

Payroll Date	Deduction Amount	Balance After Deduction
2024-05-31	\$500.00	\$1,500.00
2024-06-15	\$500.00	\$1,000.00
2024-06-30	\$500.00	\$500.00
2024-07-15	\$500.00	\$0.00

Employee Signature:

Authorized By:

## Important Notes

- Salary advances are repaid through automatic payroll deductions as per company policy.
- Ensure all information above is correct before signing the statement.
- Any queries related to this deduction should be raised with the HR or payroll department immediately.
- Failure to repay advances may affect future advance eligibility.