



Promissory Note for Payroll Advance

Twin Peaks Charter Academy employee,

_____, has been granted a payroll advance in the amount of \$ _____ on _____ date based on _____ hours/weeks worked during the payroll period of _____ until _____. This advance is made with the understanding that the above employee will repay the full amount owed by _____ in the form of payroll deductions. In the event that a repayment is not made by this date, both parties agree that Twin Peaks Charter Academy may withhold the employee's paycheck until such time as the payment is made in full.

Employee Signature _____ Date _____

Administration Signature _____ Date _____

Accounting Signature _____ Date _____

Check # _____ Date Received _____

Adopted January 22, 2004