



### Payroll Advance Request and Promissory Note

Employee: \_\_\_\_\_

Amount: \$\_\_\_\_\_ (not to exceed \$500)

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

**Promissory Note:**

I, \_\_\_\_\_, have been granted a payroll advance in the amount stated above and will repay this amount, in the form of payroll deductions, in the two preceding payroll periods directly following the payroll advance date.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Accounting/Payroll:**

Check #: \_\_\_\_\_

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

Payroll Deduction Dates: \_\_\_\_\_ and \_\_\_\_\_