



## 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 cash or check. 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 \_\_\_\_\_