



## Salary Advance and Repayment Agreement

Due to Human Resources by: July 14, 2017

This salary advance opportunity has only been authorized in response to the approval of bi-weekly pay periods. This advance is available only for the payroll date of July 28, 2017.

Name of Employee: \_\_\_\_\_ ID#: \_\_\_\_\_

I, \_\_\_\_\_, request an advance payment on my wages/salary of up to 1/26 of my current annual base pay (not to exceed \$10,000). I understand that if this request is approved I will receive this advance July 28, 2017, by paper check or direct deposit into the account to be designated below.

Advance amount requested: \$ \_\_\_\_\_

I agree to repay this advance through payroll deduction of my regular wages/salary in 10 equal deductions beginning August 11, 2017 and ending December 15, 2017. I also agree that if I terminate employment prior to total repayment of this advance, I authorize Fort Lewis College to deduct any unpaid advance amount from any wages/salary owed me at the time of termination of employment. In the event my final wages do not cover the entire amount owed, I will be responsible to reimburse Fort Lewis College for the outstanding amount within 30 days of employment separation.

I prefer to receive my advance via:

- ☐ Paper Check to be picked up
- ☐ Direct Deposit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

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

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

**\*\*For Human Resources/Payroll/Accounting Use Only\*\***

Maximum Allowed: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: \_\_\_\_\_

Loan Amount: \_\_\_\_\_ Invoice#: \_\_\_\_\_

Payment to withhold: \_\_\_\_\_