



ADVANCE ON WAGES/SALARY AGREEMENT

Name of Employee: _____ Date: _____

I, _____, request an advance payment of \$ _____ on my wages/salary payable on the payroll date of _____.

If this request is approved, I would like to receive this advance by _____.

Reason for Loan Request (Be Specific):

I agree to repay this advance through either:

- 1) one payroll deduction to be made from wages/salary payable the first pay period immediately following the pay period from which this advance is made or
- 2) an amount of \$ _____ in equal deductions from the next pay periods immediately following the pay period from which this advance is made.

I also agree that if I terminate employment prior to total repayment of this advance, I authorize Kiddos Academy to deduct any unpaid advance amount from any wages/salary owed to me at the time of termination of employment. If at any time my employment is terminated and there is a balance due, I shall pay the balance in full before I receive my last payroll check. Furthermore, if I fail to pay off the loan at separation, I will make arrangements to pay the balance and all expenses associates with collection.

Employee Name: _____

Employee Signature: _____ Date: _____

Approved by: _____