

## Payroll Advance / Agreement Form

I, \_\_\_\_\_, request an advance payment of \_\_\_\_\_% on my wages on the payroll date/dates of \_\_\_\_\_/\_\_\_\_\_. I understand that I am eligible for no more than 2 emergency payroll advances per calendar year and that the amount requested shall not exceed my earning to date for the current month.

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

- Physical check
- Direct deposit

By signing this form, I authorize Cumberland Road Fire Department Inc. to make deductions from my pay to repay this advance through either:

- 1) One payroll deduction to be made from wages payable the first pay period immediately following the pay period from which this advance is made, or
- 2) Form equal deductions from the next four (4) pay periods immediately following the pay period from which this advance is made.

I also agree that is I terminate employment prior to total repayment of this advance, I authorize the Cumberland Road Fire Department Inc. to deduct any unpaid advance amount from any wages owed me at the time of termination of employment.

Employees Signature \_\_\_\_\_

Date \_\_\_\_\_

Fire Chief's Approval \_\_\_\_\_

Date \_\_\_\_\_

Payroll Manager \_\_\_\_\_

Date \_\_\_\_\_