



# Payroll Advance

Washington Conference  
Treasury  
32229 Weyerhaesuer Way S  
Federal Way, WA 98001  
Ph: (253) 681-6008  
Fax: (253) 681-6009

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

I request an advance payment of \_\_\_\_\_ on my wages/salary payable in the next payroll from the date of the advance.

I agree to repay this advance through 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. I also agree that if I terminate employment prior to total repayment of this advance, I authorize the company to deduct any unpaid advance amount from any wages/salary owed me at the time of termination of employment, and that I will repay any additional amounts due.

### Payroll Advance Guidelines

The financial health of our employees is important to the Washington Conference. Advances taken out on a regular basis are detrimental to an employee in the management of their finances. The following policies have been put in place to limit the number of advances received by an employee.

The Washington Conference and its local facilities limits advances to the normal expected net pay (maximum allowable advance) in the period following the advance.

A second request for advance in the calendar year will only be granted at 75% of the maximum allowable advance. Each subsequent request will be reduced by 25%. A maximum of 4 payroll advances will be allowed in a calendar year.

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

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Treasury or Local Treasurer

\_\_\_\_\_  
Date