

Employee Advance/Loan Agreement

Date _____

Employee Name _____

Position Title/Department _____

Amount of Payroll Advance/Loan _____

Date of Payroll Advance/Loan _____

Repayment Agreement _____

Supervisor Approval _____

General Manager Approval _____

By signing below, I certify that the above information is true and correct. I hereby authorize Employer to deduct from my pay the amount and for the term indicated above. I also agree that in the event of my termination, any balance due will be deducted from my final pay check. I understand that if any balance remains, I am responsible to repay that amount pursuant to the agreement at the time of my termination. If a vehicle is involved the Employer will record a title lien on the vehicle until the balance is paid in full.

Employee Signature _____ Date _____