

BigRedF LOCATION \_\_\_\_\_

DATE \_\_\_\_\_

## PAYROLL ADVANCE FORM

[SCAN AND SEND TO [accounting@bigredf.com](mailto:accounting@bigredf.com); ORIGINAL DOCUMENT RETAINED IN EMPLOYEE FILE]

I \_\_\_\_\_ am requesting an advance in the amount of \$ \_\_\_\_\_  
[first & last name] [amount]

I understand that this is a loan and must be paid back in full within one month unless otherwise stated. Furthermore, I understand that all monies due will be deducted from my final paycheck if employment is terminated; any remainder unpaid may be sent to collection.

TERMS FOR REPAYMENT: \_\_\_\_\_

Payroll date & amount \_\_\_\_\_ emp initials \_\_\_\_\_

Payroll date & amount \_\_\_\_\_ emp initials \_\_\_\_\_

Payroll date & amount \_\_\_\_\_ emp initials \_\_\_\_\_

Payroll date & amount \_\_\_\_\_ emp initials \_\_\_\_\_

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

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_