



Salary Advance and Payroll Deduction Form

Employee Name: _____

Request Date: ____/____/____

Last Four SSN: _____

I request an advance of \$_____ for:

Salary Advance (An additional charge of \$7.50 for administrative processing will be included)

Continued health benefits during Leave of Absence(LOA)

Other: _____

I authorize a payroll deduction of \$_____ to be taken from my paycheck with the following request (must select one):

If sufficient salary, net of all mandatory deductions, is not available to repay the advance on the first check of the earliest pay period, the deductions for repayment will continue to be deducted from subsequent paychecks until the salary advance is repaid.

Request payment plan of \$_____ per week/bi-weekly until salary advance is repaid. This option will require payroll and executive approval prior to processing.

In the event that I should terminate employment with Tiger Lines, LLC prior to repayment of the entire advance, I fully understand that any unpaid balance will then become immediately due and payable to Tiger Lines, LLC.

Please submit this form to Accounts Payable first for processing.

Employee Printed Name & Signature

Date

Approval for Accounts Payable & Payroll Processing

Approval Printed Name & Signature

Date

Use Accounting Code: 1133-00-00

- **Accounts Payable:** Please process this form for check processing and forward copy to payroll. Please forward this form to payroll if other than check request.
- **Payroll:** Please process this form for scheduled deduction(s).
- **Approval Amount:** Directors approve up to \$500 / Executives approve over \$500
- **Limitation:** No more than two advances per 12-month period AND no more than \$500 balance per advance